



U.S. DEPARTMENT OF JUSTICE

President's Commission on  
Law Enforcement and the  
Administration of Justice

**Accreditation**

June 30, 2020

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**Accreditation Panel Hearing Teleconference –**  
**June 30, 2020**

- **Tuesday, June 30, Accreditation Panel Hearing 2:00pm-3:00pm, Eastern Time**
  - Dean Register, Director, Florida Department of Law Enforcement, FL
  - Michael Adkinson, Sheriff, Walton County Sheriff's Office, FL
  - Jeff Hughes, Chief, Brentwood Police Department, TN
  - Tim Bourgeois, Executive Director, Michigan Commission on Law Enforcement Standards, MI
  - Vince Niski, Chief, Colorado Springs Police Department, CO



## Dean Register

Director, Florida Department of Law Enforcement, FL



Dean Register is the Director of the Criminal Justice Professionalism Division of the Florida Department of Law Enforcement, and serves as the P.O.S.T. (Peace Officer Standards and Training) Director for Florida. In his role, Director Register oversees the competency and professional conduct of Florida's criminal justice officers, as well as the training of Florida's criminal justice community and FDLE members, through the bureaus of Professional Development, Training, Standards and Policy and Special Programs.

Prior to joining the Criminal Justice Professionalism Division, he was the Assistant Inspector General of the Florida Department of Law Enforcement where his duties included oversight of accreditation management, staff inspections, policy development, response to citizen complaints and selected internal affairs investigations. Director Register previously served as the Director of the Capitol Police Division.

Director Register earned a bachelor's degree from Florida State University and has 35 years of law enforcement experience. He holds training certifications in multiple high liability disciplines, is a certified crime prevention practitioner, a certified Inspector General, and has been involved in the state and national accreditation process for over 20 years. He is currently serving as a CALEA Accreditation Team Leader for Gold Standards assessments across the country.

**Director Dean Register**  
**Florida Department of Law Enforcement**  
**Overview of Accreditation in Florida**

In recent weeks, much has been said regarding accreditation and the need for law enforcement agencies to attain accreditation status. In order for an accreditation program to be successful:

- The program must be founded with legitimacy;
- The reviewing body must have a degree of independence;
- Standards must be relevant and current;
- Standards must, to the extent possible, not place an undue financial burden on the agencies; and
- Agencies must be held accountable for non-compliance.

**Mission Statement**

The Commission for Florida Law Enforcement Accreditation establishes standards, oversees an accreditation program, and awards accreditation to compliant Florida law enforcement agencies. The Commission strives to improve the ability of law enforcement agencies to deliver professional public safety services.

**Commission for Florida Law Enforcement Accreditation, Inc. (CFA)**

In 1993, Florida Statute 943.125 encouraged the Florida Sheriffs Association (FSA) and the Florida Police Chiefs Association (FPCA) to create an independent voluntary law enforcement agency accreditation program.

Representatives from FSA and FPCA developed an accreditation program, which requires compliance with approximately 250 professional standards designed specifically for Florida law enforcement agencies. These standards are practical, easily understood, and achievable for all law enforcement agencies. The program has the following objectives:

- Establish and maintain standards that represent current professional law enforcement practices
- Increase effectiveness and efficiency in the delivery of law enforcement services
- Establish standards that address and reduce liability for the agency and its members
- Establish standards that make an agency and its personnel accountable to the constituency they serve.

A feasibility study and status reports were delivered to the Speaker of the House of Representatives in November 1993. A joint FSA/FPCA Charter Review Committee was then formed, headed by then Sheriff Neil J. Perry of St. Johns County. This committee

developed the charter for the CFA and established the overall framework for its operation. The CFA awarded its first agency accreditation in 1996.

### **The Commission**

The CFA was established by charter December 13, 1994 and incorporated on February 9, 1995. It is an independent, not-for-profit corporation designated as the accrediting body for Florida law enforcement and inspector general accreditation. The Commission's purpose is to establish a program for accreditation that can be achieved by all Florida law enforcement agencies and inspector general investigations offices. The Commission is comprised of 15 volunteer members:

- Five sheriffs appointed by the FSA
- Five police chiefs appointed by the FPCA
- One representative appointed by the State Law Enforcement Chiefs Association
- One mayor, city commissioner, city manager, or other representative appointed by the Florida League of Cities
- One County commissioner appointed by the Florida Association of Counties
- One Appellate or Circuit Court Judge appointed by the Florida Supreme Court
- One representative appointed by the Office of the Chief Inspector General

### **The Role of the Commission**

The Commission sets forth all policies and procedures for the accreditation process. It is responsible for the direction and operation of the Florida Accreditation Office (FAO).

The Commission holds three meetings annually for reviewing agencies for accreditation or reaccreditation. Assessors play a key role in this review process by serving as representatives of the Commission. Commissioners determine an agency's accredited status based on the information provided by the assessment team. The Commission hears all appeals and is responsible for resolving any conflicts that cannot be resolved during the assessment.

### **The Philosophy of the Commission**

The Florida accreditation process is designed to reflect best practices in the areas of law enforcement, inspectors general, administration, operations, and support services. The Commission expects agencies to maintain compliance and presumes agencies operate in compliance with their established directives.

## **Commission Staff**

The Florida Department of Law Enforcement (FDLE) provides funding for positions in an effort to support the Commission and agencies going through the accreditation process. In conjunction with the FDLE, the CFA appoints the Executive Director, who manages the FAO staff and the accreditation programs.

The Executive Director and staff have the responsibility and authority to carry out all policies, procedures, and activities of the Commission and its committees. This includes supporting agencies working toward accreditation or reaccreditation, overseeing the assessment process, coordinating Commission meetings and review, and handling all business matters and daily operations.

The FAO serves as the Commission's information and materials resource center. Training classes are regularly held for accreditation managers and new assessors. Specialized training is also offered during each accreditation conference.

## **Program Overview**

The Commission currently offers three ways for a law enforcement agency to become state accredited: full compliance, comparative compliance or participation in the CFA Core Competencies program. Agencies addressing all applicable state standards will be candidates for full compliance accreditation. Agencies currently accredited through the Commission for Accreditation of Law Enforcement Agencies (CALEA) Advanced Law Enforcement accreditation may participate in the comparative compliance process or the CFA Core Competencies program.

## **Initial Accreditation**

Agencies begin the accreditation process with an application. Once the application is completed and submitted to the Commission for review to determine eligibility, an agreement and invoice are sent to the applicant agency. The formal accreditation process begins when the agency executes this agreement, which specifies the obligations of the agency and the Commission. The agency has 24 months to complete the self-assessment phase from the date the executive director signs the accreditation agreement.

## **Reaccreditation**

Initial accreditation is valid for three years and annual reports must be submitted by January 31<sup>st</sup> of each year. The agency accreditation manager continuously evaluates the agency's progress toward meeting accreditation standards by monitoring changes to the written directive system and how they affect agency compliance.

Proofs for a reaccreditation are required to show compliance from assessment to assessment. The Commission review for reaccreditation will occur on or about the agency's anniversary date.

### **Assessments**

Assessors must meet certain experience criteria before they are allowed to participate in assessor training. They are carefully selected from several different types of law enforcement backgrounds and specialties to ensure professional and thorough assessments. A prospective assessor must complete two days of training and successfully pass an examination. Typically, three-person teams are assigned to assessments to conduct file reviews, interviews and observations of agency practices over three days. The teams produce a final report detailing the agencies status of compliance with each standard. Any standards found out of compliance must be addressed by the agency with some form of action plan to avoid such violations in the future. The final decision on initial accreditation or reaccreditation rests with the Commission.

### **The Standards – Scope**

The Commission expects accredited agencies to maintain compliance and live by the letter and spirit of the standards. The Commission presumes agencies operate in compliance with their written directives. The agency must consider its mission, its legally mandated responsibilities, and the demands of its service community when determining which standards are applicable and how to comply with applicable standards. The standards in most cases provide a description of “what” must be accomplished by the applicant agency. The agency has wide latitude in determining “how” to achieve compliance.

### **Applicability**

Standards may or may not be applicable depending upon the functions performed by the agency. Assessors must review all standards to identify those not applicable by function. For example, if an agency does not perform the court security function, then the chapter dealing with court security becomes not applicable (N/A). However, simply because an agency may not perform the function, the standard may still apply. For example, standards in the communication chapter of the CFA standards manual would need to be addressed even if the agency does not perform these functions internally. Standards are considered applicable if the function is an integral element for improving the delivery of services or professional management of an agency. Standards beginning with an “if” statement indicates a conditional requirement. If the condition pertains to a function not applying to the agency, the standard becomes N/A. Assessors will verify that functions are not applicable during the assessment. The Commission reserves the right to require



compliance with any standard.

Standards that are mandatory address life, health, and safety issues; legal matters; or essential law enforcement requirements. These standards have a letter “M” placed immediately following the standard number. The agency is required to meet all of these standards unless a standard does not apply to the agency’s function.

If an agency is prevented from complying with an applicable mandatory standard due to circumstances beyond its control, such as labor contracts, court decrees, it may ask the Commission to waive the obligation to comply. The agency must make the request in writing during the self-assessment phase. Assessors will verify waiver conditions during the assessment and complete the form. The Commission will make a final determination during the agency’s review.

All remaining standards are non-mandatory and address good business practices. Law enforcement agencies may select any of these standards to satisfy accreditation requirements, but must comply with at least 80 percent of the applicable non-mandatory standards.

### **New or Amended Standards**

New or amended standards are normally proposed to the Standards Review and Interpretation Committee (SRIC) for discussion and recommendation to the full Commission. The Commission will vote on such recommendations at their formal meetings held three times per year.

Unless otherwise directed by the Commission, new or amended standards are effective upon publication. Agencies seeking initial accreditation, reaccreditation, or having already achieved accreditation or reaccreditation must demonstrate compliance with new or amended standards at the next assessments following the publication dates of those standards.

### **Subject Material**

The Commission’s standards are listed in 32 specific chapters dealing with a myriad of subjects. Among those are Use of Force, Conduct and Discipline, Recruitment, Selection, Training, Investigations, Misconduct Complaint Processing, Evidence and Special Operations.

### **Current Accreditation Totals**

115 Municipal Police Departments  
36 Sheriff’s Offices

17 State and University Departments  
16 Agencies in Process

# CHARTER

FLORIDA LAW ENFORCEMENT ACCREDITATION PROGRAM

FOUNDED BY THE FLORIDA SHERIFFS ASSOCIATION AND  
FLORIDA POLICE CHIEFS ASSOCIATION

JANUARY 1995

## CHARTER REVIEW COMMITTEE

### FLORIDA SHERIFFS ASSOCIATION:

SHERIFF NEIL J. PERRY, CHAIRMAN	ST. JOHNS COUNTY
SHERIFF ROBERT L. VOGEL, JR.	VOLUSIA COUNTY
SHERIFF STEVE OELRICH	ALACHUA COUNTY
SHERIFF EVERETT RICE	PINELLAS COUNTY
SHERIFF RICHARD WORCH	CHARLOTTE COUNTY

### FLORIDA POLICE CHIEFS ASSOCIATION:

CHIEF LEE McGEHEE, VICE CHAIRMAN	OCALA POLICE DEPARTMENT
CHIEF KENNETH R. WAGNER	HALLANDALE POLICE DEPT.
CHIEF FRED FERNEZ	INDIAN HARBOR BEACH POLICE DEPT.
CHIEF DAVID MILCHAN	PINELLAS PARK POLICE DEPARTMENT
CHIEF BILL BERGER	NORTH MIAMI BEACH POLICE DEPT.
CHIEF PAUL URAVICH	UNIV. OF SOUTH FLORIDA POLICE DEPT.

## **ARTICLE I**

### **Mission Statement**

The Florida Police Chiefs Association and the Florida Sheriffs Association have determined the need to develop and operate a state accreditation program designed for Florida law enforcement agencies. The Florida State Legislature has endorsed this concept and program by passing Section 943.125, Florida Statutes. The name of the program shall be the Florida Law Enforcement Accreditation Program and shall be administered by the Commission for Florida Law Enforcement Accreditation (“Commission”).

The Mission is to establish a program for accreditation which can be achieved by all Florida Law Enforcement Agencies.

The Mission goals for the Florida Law Enforcement Accreditation Program are as follows:

1. To establish law enforcement standards that are uniform through the state; and,
2. To develop standards that are workable, practical, and easily understood and clearly interpreted; and,
3. To establish standards which make an agency and its personnel accountable to the constituency they serve; and,
4. To establish and maintain standards which represent current professional law enforcement practices; and,
5. To increase the effectiveness and efficiency in the delivery of law enforcement services; and,

6. To promote confidence in the goals, policies, and practices of the law enforcement agency; and,
7. To establish standards which address areas concerning liability issues, and reduce liability for the agency and its members; and,
8. To implement a state program which meets recognizable standards for accreditation without making it prohibitive for agencies to become nationally accredited.

Any funds, donations, grants or other monies gathered by the Commission as a result of this program shall be used exclusively for the benefit of the program and the purposes set forth in Article I.

## **ARTICLE II**

### **Direction**

The Commission for Florida Law Enforcement Accreditation shall establish by-laws for its operation. These bylaws shall operate within the parameters established by this Charter in matters pertaining to the Mission Statement, the composition of the Commission and the appointment of Commissioners, the terms of the Commissioners, Initial Accreditation, and Re-accreditation. Due to the changing needs of the Commission, in all other matters concerning the Commission, conflicts between this Charter and the bylaws lawfully adopted by Commission shall be resolved in favor of the bylaws.

## **ARTICLE III**

### **The Commission**

The Commission shall be comprised of eleven voluntary members as follows:

1. Four active Sheriffs appointed by the Florida Sheriffs Association; and,

2. Four active Police Chiefs appointed by the Florida Police Chiefs Association; and,
3. A Mayor, City Commissioner, or City Manager appointed by the Florida League of Cities; and,
4. An active County Commissioner appointed by the Florida Association of Counties; and,
5. An Appellate or Circuit Court Judge appointed by the Florida Supreme Court.

Commissioners shall serve a two-year term with a maximum of three consecutive terms. Terms shall be staggered to enhance continuity within the Commission and initial terms shall be for either one or two years.

The Florida Sheriffs Association and the Florida Police Chiefs Association shall each appoint two of their four Commissioners for a one-year term to the first Commission.

The Commission shall have the following responsibilities:

1. Elect, annually, a Chairman of the Commission; and,
2. Select and appoint a Staff Coordinator who shall serve at the pleasure of the Commission; and,
3. Approval of additional staff (when applicable); and,
4. Act as an accrediting body for Florida law enforcement agencies; and,
5. Make decisions on all “waivers” and “not applicable” standards; and,

6. Approve all new and revised standards; and,
7. Oversee all fiscal responsibilities of the program; and,
8. Establish a percentage of standards which must be met in order to become state accredited. Such percentages shall not be below 80% of the Non-Mandatory applicable standards nor below 100% of the Mandatory standards; and,
9. Encourage its Commissioners to attend all meetings. Proxy votes shall not be permitted; and,
10. Notify the appropriate parent association or group of any vacancy within the Commission.

The parent organizations (Florida Sheriffs Association, Florida Police Chiefs Association, Florida League of Cities, Florida Association of Counties, and the Florida Supreme Court) shall have the following responsibilities:

1. Appoint Commissioners for vacancies which occur within the Commission. Each association shall appoint Commissioners for their respective organizations as specified in this section.
2. Vacancies as they relate to the Commission shall occur upon one of the following:
  - a. The resignation of a Commissioner,
  - b. The death of a Commissioner,
  - c. The suspension or removal from office of a Commissioner,

- d. A Commissioner's change of employing agency,
- e. In the event that a Commissioner misses three general meetings, for any reason, during a Commissioner's appointed term.

## **ARTICLE IV**

### **Accreditation**

#### INITIAL ACCREDITATION

Initial accreditation shall occur pursuant to the following guidelines:

1. Agencies shall become accredited within two years of signing a contract with the Commission. Agencies must satisfactorily comply with all applicable accreditation standards set by the Commission.
2. Agencies shall be accredited for a period of three years.
3. Accreditation award ceremonies shall be held at the end of each scheduled meetings.
4. Commissioners shall review all assessment team reports prior to scheduled meetings.
5. Any hearings concerning team assessment reports shall occur prior to the accreditation awards ceremony in accordance with procedures set forth by the Commission.

6. A hearing may be scheduled for those agencies whose on-site inspection raised questions or discrepancies which could not be resolved by the assessment team and agency.
7. The Commission shall grant only full accredited status to agencies. There shall be no conditional awards granted.

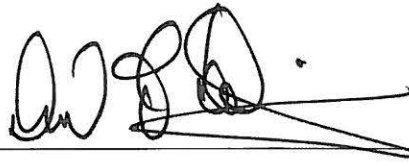
### REACCREDITATION

All regulations which apply to the original accreditation process shall apply to the reaccreditation of the agencies.

Reaccreditation shall consist of an on-site assessment of the agency by an assessment team reviewing 100% of all applicable standards.

Agencies must successfully pass a reaccreditation on-site assessment by the end of their third year in order to maintain accredited status.

PRESIDENT  
FLORIDA SHERIFFS ASSOCIATION



PRESIDENT  
FLORIDA POLICE CHIEFS ASSOCIATION



Amendment 1 Adopted This 23<sup>rd</sup> Day of May 2001



# 2019 Florida Statutes

Title XLVII CRIMINAL PROCEDURE AND CORRECTIONS

Chapter 943 DEPARTMENT OF LAW ENFORCEMENT

## SECTION 125

**Accreditation of state and local law enforcement agencies, correctional facilities, public agency offices of inspectors general, and certain pretrial diversion programs; intent.**

**943.125 Accreditation of state and local law enforcement agencies, correctional facilities, public agency offices of inspectors general, and certain pretrial diversion programs; intent.—**

(1) It is the intent of the Legislature that law enforcement agencies, correctional facilities, public agency offices of inspectors general, and those agencies offering pretrial diversion programs within offices of the state attorneys, county government, or sheriff's offices in the state be upgraded and strengthened through the adoption of meaningful standards of operation for those agencies and their functions.

(2) It is the further intent of the Legislature that these agencies voluntarily adopt standards designed to promote enhanced professionalism:

(a) For law enforcement, to maximize the capability of law enforcement agencies to enforce the law and prevent and control criminal activities.

(b) For correctional facilities, to maintain best practices for the care, custody, and control of inmates.

(c) Within public agency offices of inspector general, to promote more effective scrutiny of public agency operations and greater accountability of those serving in those agencies.

(d) In the operation and management of pretrial diversion programs offered by and through the state attorney's offices, county government, or sheriff's offices.

(3) The Legislature also intends to encourage the continuation of a voluntary state accreditation program to facilitate the enhanced professionalism identified in subsection (2). Other than the staff support by the department as authorized in subsection (5), the accreditation program must be independent of any law enforcement agency, the Department of Corrections, the Florida Sheriffs Association, or the Florida Police Chiefs Association.

(4) The law enforcement accreditation program must address, at a minimum, the following aspects of law enforcement:

(a) Vehicle pursuits.

(b) Seizure and forfeiture of contraband articles.

(c) Recording and processing citizens' complaints.

(d) Use of force.

(e) Traffic stops.

- (f) Handling natural and manmade disasters.
- (g) Special operations.
- (h) Prisoner transfer.
- (i) Collection and preservation of evidence.
- (j) Recruitment and selection.
- (k) Officer training.
- (l) Performance evaluations.
- (m) Law enforcement disciplinary procedures and rights.
- (n) Use of criminal investigative funds.

(5) Subject to available funding, the department shall employ and assign adequate support staff to the Commission for Florida Law Enforcement Accreditation, Inc., and the Florida Corrections Accreditation Commission, Inc., in support of the accreditation programs established in this section.

(6) Accreditation standards related to law enforcement and inspectors general used by the accreditation programs established in this section shall be determined by the Commission for Florida Law Enforcement Accreditation, Inc. Accreditation standards related to corrections functions and pretrial diversion programs shall be determined by the Florida Corrections Accreditation Commission, Inc.

**History.**—s. 4, ch. 93-252; s. 68, ch. 96-388; s. 33, ch. 2001-64; s. 146, ch. 2005-2; s. 161, ch. 2010-102; s. 27, ch. 2013-116.



[www.flaccreditation.org](http://www.flaccreditation.org)

## **POLICY MANUAL**

**July 2019**

This statement of directives shall supersede all previous statements of policies and procedures for the Commission for Florida Law Enforcement Accreditation (CFA) and for the Florida Corrections Accreditation Commission (FCAC). The directives contained within this manual apply to all programs supported by the Florida Accreditation Office (FAO), unless noted otherwise. All members of the FAO, as well as members of both Commissions, agree to abide by all directives contained in this manual.

The Executive Director, as directed by the CFA and FCAC, is responsible for maintaining and updating this manual. The Executive Director signifies the July 2019 directives manual is the current version.

## **Definitions**

ACA	American Correctional Association
CALEA	The Commission on Accreditation for Law Enforcement Agencies
CFA	Commission for Florida Law Enforcement Accreditation
FAO	Florida Accreditation Office
FCAC	Florida Corrections Accreditation Commission
FLA-PAC	Florida Police Accreditation Coalition
FMJS	Florida Model Jail Standards
NCCHC	National Commission on Correctional Health Care



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**COMMISSION FOR FLORIDA LAW  
ENFORCEMENT ACCREDITATION, INC.  
BYLAWS**

Duly Adopted By Unanimous Vote This 28<sup>th</sup> Day of June 1995  
Amendment 1 Adopted This 23<sup>rd</sup> Day of May 2001  
Amendment 2 Adopted This 10<sup>th</sup> Day of October 2001  
Amendment 3 Adopted This 6<sup>th</sup> Day of October 2004  
Amendment 4 Adopted This 6<sup>th</sup> Day of June 2007  
Amendment 5 Adopted This 31<sup>st</sup> Day of October 2007  
Amendment 6 Adopted This 25<sup>th</sup> Day of February 2009  
Amendment 7 Adopted This 27<sup>th</sup> Day of September 2012  
Amendment 8 Adopted This 27<sup>th</sup> Day of June 2013  
Amendment 9 Adopted This 24<sup>th</sup> Day of February 2016  
Amendment 10 Adopted This 1<sup>st</sup> Day of November 2017  
Amendment 11 Adopted This 26<sup>th</sup> Day of June 2019

**ARTICLE I**

**Name**

This corporation shall be known as the Commission for Florida Law Enforcement Accreditation, Inc. (CFA). The registered agent and office are provided for in the Articles of Incorporation filed with the Department of State, Division of Corporations on February 9, 1995.

**ARTICLE II**

**Purpose**

1. The general purpose and mission of the CFA shall be as follows:
  - A. To establish law enforcement and inspectors general investigative standards that are uniform throughout the state; and,
  - B. To develop standards that are workable, practical, and easily understood and clearly interpreted; and,
  - C. To establish standards which make an agency and its personnel accountable to the constituency they serve; and,
  - D. To establish and maintain standards representative of current professional law enforcement and inspectors general investigative practices; and

- E. To increase the effectiveness and efficiency in the delivery of law enforcement and inspectors general investigative services; and,
- F. To promote confidence in the goals, policies, and practices of the law enforcement agency and inspectors general investigative function; and,
- G. To establish standards which address and reduce liability for the agency and its members.

### **ARTICLE III**

#### **Membership/Duties of the CFA**

1. The CFA shall be comprised of fifteen (15) voluntary members as follows:
  - A. Five Sheriffs from agencies either CFA accredited or with a signed agreement to pursue such accreditation on file, appointed by the Florida Sheriffs Association;
  - B. Five Police Chiefs from agencies either CFA accredited or with a signed agreement to pursue such accreditation on file, appointed by the Florida Police Chiefs Association;
  - C. A Mayor, City Commissioner, City Manager, or other member appointed by the Florida League of Cities;
  - D. A County Commissioner or other member appointed by the Florida Association of Counties;
  - E. An Appellate or Circuit Court Judge appointed by the Florida Supreme Court; and
  - F. A law enforcement executive from a state law enforcement agency either CFA accredited or with a signed agreement to pursue such accreditation on file, appointed by the State Law Enforcement Chiefs' Association.
  - G. One representative from an Office of Inspector General either CFA accredited or with a signed agreement to pursue such accreditation on file, appointed by the Chief Inspector General of Florida.
  - H. As used in these bylaws, "parent organization" shall refer to any of the appointing bodies named in this Article III, Section 1.



- I. If a Commissioner vacancy occurs another qualified person shall be appointed as a Commissioner in accordance with this section.
2. Terms
    - A. Commissioners shall serve three (3) year terms with a maximum of two (2) consecutive terms.
    - B. A Commissioner who separates from his/her agency may continue to serve the current term provided the separation was not due to misconduct and the appointing parent organization approves.
3. Removal/Suspension of Commissioners
    - A. Any Commissioner who has been charged with a criminal offense or has been placed on administrative leave by their employing agency will be suspended from the Commission until such time as the criminal case has been resolved or the Commissioner has been taken off of administrative leave.
    - B. Any Commissioner convicted of a criminal offense, regardless of whether adjudication was withheld, will be removed from the Commission.
    - C. The CFA may remove any Commissioner upon a vote of eight (8) Commissioners for conduct determined to be detrimental to the best interest of the CFA, neglecting the duties of his or her office as prescribed by these Bylaws, or for any other violation of these Bylaws as per Florida Accreditation Office policy. The removal vote will take place at a special meeting after giving the affected Commissioner a copy of the charges against him or her and an opportunity to be publicly heard in person or by counsel in his or her defense upon not less than thirty (30) days' notice. Notice shall also be provided as appropriate to the organization responsible for appointing the affected Commissioner. The meeting at which the removal vote is taken shall be recorded. In the event of the removal of any Commissioner, a record of the proceedings, the charges made against the Commissioner and the findings thereon shall be retained by the CFA.

4. The CFA shall have the following responsibilities:
  - A. Elect annually a Chairperson and Vice Chairperson. The Chairperson and Vice-Chairperson shall each serve a term of one year. The Chairperson and/or Vice Chairperson may serve more than one term. The Chairperson shall be elected by majority vote of the CFA at the last Commission meeting in which the current Chairperson holds the office. Subsequent to the election of a Chairperson, the CFA shall elect a Vice Chairperson by majority vote. In the event the Chairperson is unable to complete his or her period of service, the Vice Chairperson will accede to the Chair at the next Commission meeting, and a new Vice-Chairperson will be elected by majority vote. In the event the Vice Chairperson is unable to complete his or her period of service, the Commission shall elect a new Vice Chairperson by majority vote at the next Commission meeting. The Vice Chairperson shall serve as Chairperson in the absence of the Chairperson at any scheduled meeting of the CFA; if the Chairperson and Vice Chairperson are not in attendance, the Chairperson shall appoint a Commissioner to serve as interim chair.
  - B. Select and appoint an Executive Director; and,
  - C. Act as an accrediting body for Florida law enforcement agencies and inspectors general; and,
  - D. Oversee all fiscal responsibilities of the program; and,
  - E. Make decisions on new and revised standards and establish a minimum percentage of standards that must be successfully met for an agency to become state accredited.
  - F. Notify the appropriate parent organization of the vacancy of one of its appointed Commissioners; and,
  - G. Work with staff to recruit and maintain interest in CFA accreditation among agency CEOs.

5. Vacancies as they relate to the CFA shall occur upon one of the following:
  - A. The resignation of a Commissioner,
  - B. The death of a Commissioner,
  - C. The suspension or removal from office of a Commissioner,
  - D. A Commissioner's change of employing agency, if to an agency that is either not accredited or actively engaged in the process of gaining accreditation,
  - E. A Commissioner's failure to attend three Commission meetings during any 12 month period regardless of notice given,
  - F. A Commissioner's failure to attend three Commission meetings during any of the Commissioner's terms without advance notice to the Chairperson or Executive Director.

## **ARTICLE IV**

### **Meetings**

1. Commission meetings shall be held three times a year. The date, time and place of the next Commission meeting shall be selected by a majority vote, provided a quorum of Commissioners is present at the meeting.
2. Special meetings of the CFA may be called by the Chairperson or by a majority of the members of the CFA.
3. The Chairperson or his/her designee shall provide notice stating the place, day and hour of any special meeting to each member of the CFA not less than ten (10) days prior to the meeting. The Chairperson, or his/her designee, shall provide notice stating the place, day and hour of any Commission meeting to each member of the CFA not less than thirty (30) days before the meeting. Notice may be provided electronically, by US mail or other delivery and will be posted on the Florida Accreditation website (<http://www.flaccreditation.org>).
4. A quorum shall be necessary to conduct any business of the CFA at a Commission or special meeting and shall consist of nine (9) Commissioners present.

## **ARTICLE V**

### **Voting Procedures**

1. Voting on any business that comes before the CFA shall be conducted by a majority vote, provided a quorum is present. However, any vote granting accredited status shall only be held at a Commission meeting and shall require eight (8) affirmative votes.
2. Only members of the CFA shall vote on issues coming before the Commission. Voting shall be by voice or by show of hands. Members must be present to vote and each Commissioner shall have one vote.
3. Abstaining from voting on a question of direct personal interest: No Commissioner shall vote upon any matter which would inure to his or her private gain or loss; or which he or she knows would inure to the private gain or loss of any principal by whom he or she is retained or to the parent organization, or subsidiary, of a corporate or government principal by which he or she is retained, or which he or she knows would inure to the private gain or loss of a *relative*, domestic partner, business partner or associate, of the Commissioner. If a Commissioner is aware of a conflict he/she shall abstain from voting on the issue and shall notify the Chairperson of the abstention.

*"Relative"* with respect to a Commissioner, means an individual who is related to the Commissioner as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

## **ARTICLE VI**

### **Committees**

1. The CFA Chairperson shall have authority to appoint committees and determine the membership of those committees.

2. Each member of a committee shall continue as such until a successor is appointed, the member is removed from the committee, or the business of the committee is concluded.
3. The CFA Chairperson shall appoint one member of each committee to serve as chair of the committee. The Chairperson of each committee shall be responsible for reporting committee recommendations to the CFA on all committee issues.
4. Voting shall be conducted by simple majority vote of committee members present. Each committee member shall have one vote.
5. There shall be four Standing Committees: the Awards Committee, the Audit Committee, the Standards Review and Interpretations Committee (SRIC) and the Bylaws Committee.
  - A. The Awards Committee shall be responsible for selecting individuals for annual awards. The Chairperson of the CFA shall appoint the Awards Committee members and its chairperson who shall submit the award winners to the CFA. The Awards Committee will consist of at least three (3) members, who must be Commissioners.
  - B. The Audit Committee shall be responsible for conducting internal financial audits of the CFA at each Commission meeting to ensure the financial integrity of the CFA. The chairperson shall report its findings and recommendations, if any, to the CFA at each Commission meeting. The Audit Committee will consist of at least two (2) members, who must be Commissioners.
  - C. The SRIC shall make recommendations to the CFA regarding any review of the accreditation standards, any proposed changes to any accreditation standard(s), and interpretations of the accreditation standard(s). The Chair and Vice Chairperson must be Commissioners. The Chairperson shall report and make any recommendations, if any, to the CFA at each Commission meeting. The SRIC Chairperson will appoint members to this committee. Any committee member who has been charged with a criminal offense or has been placed on administrative leave by their employing agency will be suspended from the SRIC until such time as the criminal case has been resolved or the committee member

has been taken off of administrative leave. Any committee member who has been convicted of a criminal offense, regardless of whether adjudication was withheld, shall be removed from the committee.

- D. The Bylaws Committee shall make recommendations to the CFA regarding any review of the CFA Bylaws and Agreements. The Chairperson shall report and make any recommendations, if any, to the CFA at each Commission meeting. The Bylaws Committee will consist of at least three (3) members, who must be Commissioners.

## **ARTICLE VII**

### **CFA Staff**

1. The CFA Staff will be provided by the Florida Department of Law Enforcement (FDLE) and shall serve under the direction of the Executive Director, who shall serve at the collective pleasure of the CFA, the Florida Corrections Accreditation Commission (FCAC) and FDLE.
2. The duties and qualifications of the Executive Director and any additional staff shall be provided for in a job description approved by the CFA.
3. The CFA shall annually approve the use of monies necessary to maintain the CFA's mission. This may include additional compensation for the Executive Director and any additional staff.

## **ARTICLE VIII**

### **Finances**

1. The Executive Director shall have charge and custody of, and be responsible for, all funds and sureties of the CFA; shall receive and give receipts for monies due and payable to the CFA from any source whatsoever, and shall deposit all such monies in the name of the CFA in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of the Charter and these bylaws. The Executive Director will ensure all finances are processed in accordance with the following:

- A. The CFA shall establish standards for the issuance of checks and drafts or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the CFA.
- B. Funds of the CFA shall be deposited from time to time to the credit of the CFA in such banks, trust companies, or other depositories as the CFA may elect.
- C. The CFA may accept contributions, gifts or bequests, or make donations in the name of the CFA for general purposes furthering the goals of the CFA or for any special purpose as determined by the CFA.
- D. The CFA is subject to an outside annual independent audit and the findings will be provided to the Commission for review within 30 days of completion.

## **ARTICLE IX**

### **Award of Accreditation**

1. Accreditation may be granted when an agency is in compliance with 100% of the applicable mandatory standards and at least 80% of the applicable non-mandatory standards established and approved by the CFA.
2. An agency will be officially recognized and granted accreditation or reaccreditation at a time and place to be determined by the CFA.
3. An agency may be accredited or reaccredited with conditions, requiring that the agency take specified measures or precautions to cope with current or anticipated events or conditions threatening or preventing compliance. The CFA shall monitor the agency as appropriate.
4. An agency that is nationally accredited and is seeking CFA accreditation may be required to maintain duplicate files demonstrating compliance with selected state standards. An agency must show current proof of compliance with Section 1 of this Article.
5. An agency designated as accredited or reaccredited with conditions by the national accrediting body may be designated "accredited or reaccredited with conditions" by

the CFA. When the national accrediting body removes the conditions under which the agency was accredited or reaccredited, the conditions may be removed by the CFA.

6. An agency receiving accreditation or reaccreditation with conditions by the CFA will be reviewed within a year for consideration of the lifting of those conditions.
7. If at any time following an accreditation or reaccreditation of an agency the CFA becomes aware of misrepresentation or material omissions affecting the agency's compliance with applicable standards, the CFA reserves the right to reconsider the accreditation or reaccreditation of an agency as outlined in office policy.
8. If the Commission becomes aware of events, circumstances or an external criminal justice investigations that cause significant concerns regarding the agency's past, current or future ability to comply with standards, the Commission has the right to defer the agency's assessment or review to a later date selected at the discretion of the Commission.
9. If such events, circumstances or external criminal justice investigation result in causing substantial doubts of the agencies past, current or future compliance with standards, the Commission has the right to revoke the agency's accreditation.

## **ARTICLE X**

### **Accreditation Procedure**

1. Agencies wishing to pursue CFA accreditation must submit an application, sign an Accreditation Agreement with the CFA which outlines the terms and conditions of the process, and pay the applicable fees within the time stated in the agreement.
2. Agencies shall have two (2) years from the date of signing the Accreditation Agreement to schedule an assessment to determine compliance with all required standards. An agency may request an extension of time if it is unable to complete the accreditation process within two (2) years from the date of the Accreditation Agreement by submitting a written request to the CFA. Extensions will be considered in accordance with the Extension Request Policy adopted by the CFA.



3. The CFA shall establish procedures for review of standards compliance by the applicant agency.
4. Assessors shall be approved by the CFA and shall serve at the pleasure of the CFA. Remuneration, fees or compensation for assessors, if any, shall be established by the CFA. Assessors shall review and make recommendations concerning accreditation and reaccreditation to the CFA. The CFA shall make the final decision on an agency's accredited status.
5. The duties and responsibilities of persons identified as assessors shall be determined by the CFA.
6. Agencies will be reviewed by a panel of Commissioners prior to the Commission meeting. Any appeal to the findings contained within the report is to be addressed during the panel review.

## **ARTICLE XI**

### **Books and Records**

The Executive Director shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of all Commission and Special meetings in written form or in any other form capable of being converted into written form within a reasonable time.

## **ARTICLE XII**

### **Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the CFA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules or order the CFA may adopt. A Parliamentarian shall be appointed by the Chairperson.

**ARTICLE XIII**  
**Amendment of Bylaws**

These bylaws may be amended by eight (8) affirmative votes of the members of the CFA present at a Commission or Special meeting. The proposed amendment must be filed with the Chairperson of the Bylaws Committee at least forty five (45) days prior to the meeting at which it is to be offered. Any interested person may provide recommendations to the members of the CFA at least thirty (30) days before such meeting.

**ARTICLE XIV**  
**Prohibitions**

PRIVATE EMPLOYMENT RELATIONSHIP: No Commissioner or staff shall have a private employment relationship, that he or she knows would inure to his or her private gain or loss, that provides services to agencies within the State of Florida, related to accreditation or reaccreditation, in any manner, and regardless of whether the services provided are for state or national accreditation or reaccreditation.

# COMMISSION FOR FLORIDA LAW ENFORCEMENT ACCREDITATION, INC.



## STANDARDS MANUAL EDITION 5.11

## PREFACE

The Standards Manual is the principal publication of the Commission for Florida Law Enforcement Accreditation, Inc. The first edition was published in August 1995 with Change Notice #1 distributed in May 1996. The second edition was published in September 1997 with Change Notice #2.1 distributed in October 1998. The third edition was published in June 2001. The fourth edition was published in March 2004. The fifth edition was published in February 2016 and is the current version of the Florida Standards Manual.

This manual and other Florida law enforcement accreditation publications are available from:

Commission for Florida Law Enforcement Accreditation, Inc.  
P.O. Box 1489  
Tallahassee, Florida 32302  
(800) 558-0218  
[www.flaccreditation.org](http://www.flaccreditation.org)

## LIMITATION OF LIABILITY

*The Commission for Florida Law Enforcement Accreditation, Inc., ("Commission") a Florida not-for-profit corporation, makes no warranty, expressed or implied, for the benefit of any person or entity with regard to any aspect of the standards contained herein. These standards were adopted for the sole use of the Commission for the exclusive purpose of their application to the agencies seeking to obtain or maintain accreditation, there being no intended third party beneficiaries hereof, expressed or implied. Nothing herein shall be construed so as to create any right, cause, property interest, or entitlement on the part of any applicant agency or third party. These standards shall in no way be construed to be an individual act of any commissioner, director, employee, agency, member, individual, or a legal entity associated with the Commission, or otherwise be construed so as to create any liability in an individual or official capacity on the part of any commissioner, director, employee, agency, member, individual, or a legal entity associated with the Commission.*

## **ACKNOWLEDGMENTS**

In an effort to keep up with current law enforcement trends, criminal justice issues, and Florida Statutes, the Standards Review and Interpretation Committee (SRIC) and the Commission have been accepting and reviewing input from law enforcement practitioners for improving the Florida Standards Manual. The fifth edition is the final result of various committee and subcommittee meetings, executive workshops, and numerous individual hours dedicated to addressing all suggestions and concerns.

The work of the Standards Review and Interpretation Committee is endless and many dedicated professionals contributed to this edition. The Commission for Florida Law Enforcement Accreditation, Inc. thanks the past and present members of the SRIC for ensuring the fifth edition continues to meet the needs of the Florida law enforcement community.

### **MISSION STATEMENT**

The Commission for Florida Law Enforcement Accreditation establishes standards, oversees an accreditation program, and awards accreditation to compliant Florida law enforcement agencies. The Commission strives to improve the ability of law enforcement agencies to deliver professional public safety services.

### **VISION STATEMENT**

To have every eligible law enforcement agency in Florida state accredited, maintaining their accredited status as a continued goal.

## **PROGRAM DEVELOPMENT**

An accreditation program has long been recognized as a means of maintaining the highest standards of professionalism. Schools, universities, and hospitals are some of the most well-known organizations required to maintain accredited status. The accreditation process is an outstanding management tool for criminal justice agencies. Accreditation provides a blueprint for building an agency committed to providing value-based services through accountability and transparency to the communities it serves.

### **Commission for Florida Law Enforcement Accreditation, Inc. (CFA)**

In 1993, Florida Statute 943.125 encouraged the Florida Sheriffs Association (FSA) and the Florida Police Chiefs Association (FPCA) to create an independent voluntary law enforcement agency accreditation program.

Representatives from FSA and FPCA developed an accreditation program, which requires compliance with more than 250 professional standards designed specifically for Florida law enforcement agencies. These standards are practical, easily understood, and achievable for all law enforcement agencies. The program has the following objectives:

- Establish and maintain standards that represent current professional law enforcement practices
- Increase effectiveness and efficiency in the delivery of law enforcement services
- Establish standards that address and reduce liability for the agency and its members
- Establish standards that make an agency and its personnel accountable to the constituency they serve.

Feasibility study and status reports were delivered to the Speaker of the House of Representatives in November 1993. A joint FSA/FPCA Charter Review Committee was then formed, headed by Sheriff Neil J. Perry of St. Johns County. This committee developed the charter for the CFA and established the overall framework for its operation. The CFA awarded its first agency accreditation in 1996.



## **THE COMMISSION**

The CFA was established by charter December 13, 1994 and incorporated on February 9, 1995. It is an independent, not-for-profit corporation designated as the accrediting body for Florida law enforcement and inspectors general accreditation. The Commission's purpose is to establish a program for accreditation that can be achieved by all Florida law enforcement agencies and Inspectors general investigations offices. The Commission is comprised of 15 volunteer members:

- Five sheriffs appointed by the FSA
- Five police chiefs appointed by the FPCA
- Representative appointed by the State Law Enforcement Chiefs Association
- Mayor, city commissioner, city manager, or other representative appointed by the Florida League of Cities
- County commissioner appointed by the Florida Association of Counties
- Appellate or Circuit Court Judge appointed by the Florida Supreme Court
- Representative appointed by the Office of the Chief Inspector General

### **The Role of the Commission**

The Commissioners set forth all policies and procedures for the accreditation process. They are responsible for the direction and operation of the Florida Accreditation Office (FAO).

The Commission holds three meetings annually for reviewing agencies for accreditation or reaccreditation. Assessors play a key role in this review process by serving as representatives of the Commissions. Commissioners determine an agency's accredited status based on the information provided by the assessment team. The Commissions hear all appeals and are responsible for resolving any conflicts that cannot be resolved during the assessment.

### **The Philosophy of the Commission**

The Florida accreditation process is designed to reflect best practices in the areas of law enforcement, inspectors general, corrections and pretrial management, administration, operations, and support services. The Commission expects agencies to maintain compliance and presumes agencies operate in compliance with their established directives.

### **Commission Staff**

The Florida Department of Law Enforcement (FDLE) provides funding for positions in an effort to support the Commissions and agencies going through the accreditation process. In conjunction with the FDLE, the CFA and the FCAC appoint the Executive Director, who manages the FAO staff and the accreditation programs.

The Executive Director and staff have the responsibility and authority to carry out all policies, procedures, and activities of the Commissions and their committees. This includes supporting agencies working toward accreditation or reaccreditation,

overseeing the assessment process, coordinating Commission meetings and review, and handling all business matters and daily operations.

The FAO serves as the Commissions' information and materials resource center. Training classes are regularly held for accreditation managers and new assessors. Specialized training is also offered during each accreditation conference.

## **PROGRAM OVERVIEW**

The Commission currently offers three ways for a law enforcement agency to become state accredited: full compliance, comparative compliance or participation in the CFA Core Competencies program. Agencies addressing all applicable state standards will be candidates for full compliance accreditation. Agencies currently accredited through the Commission for Accreditation of Law Enforcement Agencies (CALEA) Advanced Law Enforcement accreditation may participate in the comparative compliance process or the CFA Core Competencies program.

## **INITIAL ACCREDITATION**

Agencies begin the accreditation process with an application. Once the application is completed and submitted to the Commission for review to determine eligibility, an agreement and invoice are sent to the applicant agency. The formal accreditation process begins when the agency executes this agreement, which specifies the obligations of the agency and the Commission. The agency has 24 months to complete the self-assessment phase from the date the executive director signs the accreditation agreement.

## **REACCREDITATION**

Initial accreditation is valid for three years and annual reports must be submitted by January 31<sup>st</sup> of each year. The accreditation manager should continue to evaluate the agency's progress toward meeting accreditation standards by monitoring changes to the written directive system and how they affect agency compliance.

Proofs for a reaccreditation are required to show compliance from assessment to assessment. The Commission review for reaccreditation will occur on or about the agency's anniversary date.

# THE STANDARDS

## Scope

The Commission expects accredited agencies to maintain compliance and live by the letter and spirit of the standards. The Commission presumes agencies operate in compliance with their written directives. The agency must consider its mission, its legally mandated responsibilities, and the demands of its service community when determining which standards are applicable and how to comply with applicable standards. The standards provide a description of “what” must be accomplished by the applicant agency. The agency has wide latitude in determining “how” to achieve compliance.

## Composition

Each chapter begins with an “Introduction”, which provides important guidance to an agency regarding the subject area, its applicability, or related standards.

Each standard is composed of the standard statement and at least one proof of compliance. The standard statement is a declarative sentence that places a requirement on the agency. Many standards require the development and implementation of directives. Other standards require an activity, a report, an inspection, equipment, or other action that may be observed. The standard statement is binding on the agency.

Proofs of compliance are the recommended means for the agency to demonstrate compliance with standards. The proofs are included to help the Accreditation Manager and others involved in the process to understand the type and sufficiency of proofs necessary to demonstrate compliance.

## Applicability

Standards may or may not be applicable depending upon the functions performed by the agency. Assessors must review all standards to identify those not applicable by function. For example, if an agency does not perform the court security function, then the chapter dealing with court security becomes not applicable (N/A). However, simply because an agency may not perform the function, the standard may still apply. For example, standards in the communication chapter of the CFA standards manual would need to be addressed even if the agency does not perform these functions internally. Standards are considered applicable if the function is an integral element for improving the delivery of services or professional management of an agency. Standards beginning with an “if” statement indicates a conditional requirement. If the condition pertains to a function not applying to the agency, the standard becomes N/A. Assessors will verify that functions are not applicable during the assessment. The Commission reserves the right to require compliance with any standard.

Standards that are mandatory address life, health, and safety issues; legal matters; or

essential law enforcement requirements. These standards have a letter “M” placed immediately following the standard number. The agency is required to meet all of these standards unless a standard does not apply to the agency’s function.

If an agency is prevented from complying with an applicable mandatory standard due to circumstances beyond its control, such as labor contracts, court decrees, it may ask the Commission to waive the obligation to comply. The agency must make the request in writing during the self-assessment phase. Assessors will verify waiver conditions during the assessment and complete the form. The Commission will make a final determination during the agency’s review.

All remaining standards are non-mandatory and address good business practices. Law enforcement agencies may select any of these standards to satisfy accreditation requirements, but must comply with at least 80 percent of the applicable non-mandatory standards.

## **Proofs of Compliance**

A standard is in compliance when the proofs demonstrate an agency has met all of the standard requirements to include interviews, observations and time-sensitive requirements.

### Elements of a File

- Written directives
  - Policy/procedure
  - Plan
  - Rule
  - General/special order
  - State law or local ordinance
  - Collective bargaining agreement
  
- Supporting documentation (other than written directives)
  - Memoranda
  - Computer printouts
  - Job description/JTAs
  - Letters from citizens
  - Logs/rosters/evaluations
  - Budget documents
  - Instructional materials
  - Police reports
  - Incident reports
  
- Observations/Interviews
  - Activities
  - Equipment
  - Security
  - Facility

- Policies
- Procedures

Agencies have one year from the published date of the standards manual to comply with newly issued standards, or as directed by the Commission or Florida Statutes. Agencies must notify their FAO Program Manager regarding which edition and change notices apply prior to conduct of the assessment. Assessors will verify agencies are following the appropriate standards manual.

### **New or Amended Standards**

Unless otherwise directed by the Commission, new or amended standards are effective upon publication. Agencies seeking initial accreditation, reaccreditation, or having already achieved accreditation or reaccreditation must demonstrate compliance with new or amended standards at their first assessments following the publication dates of those standards. However, if those assessments occur within one year after publication of new or amended standards, agencies may delay compliance for up to one year after the enactment dates of those standards.

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# CHAPTER 1

## Organization

This chapter deals with the organizational structure of law enforcement agencies. Standards call for a clear description of the agency's structure with clear lines of authority and accountability. The chain of command should be defined.

This chapter is not meant to be limiting. It encourages flexibility of organizational structure based upon agency needs.

### 1.01

The agency has distributed or posted a current organizational chart, having routine updates as organizational changes occur.

#### I. Bullets

#### II. Proofs of Compliance

- Current organizational chart(s) showing *components/functions*. (Qty Initial: 1)  
(Qty Reaccred: 1 each year)
- Documented distribution of charts or observation of posted charts (Qty Initial: 1)  
(Qty Reaccred: 1 each year)
- Observations.

#### III. Required References

#### IV. Assessor Guidelines

#### V. Accreditation Manager Notes

For reaccreditation, need 1 each year only if there have been organizational changes.



## **1.02M**

A written directive requires that each member be accountable to only one supervisor at any given time.

### **I. Bullets**

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

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)

### **III. Required References**

### **IV. Assessor Guidelines**

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

### **1.03M**

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;
- 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.

#### **1.04**

If the agency has a strategic plan, it will include:

##### **I. Bullets**

- A. Goals and objectives;
- B. A process for measuring achievement of goals; and
- C. Provisions for a documented annual review.

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

- Strategic Plan (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation demonstrating review. (Qty Initial: 1) (Qty Reaccred: 1 each year)

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

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

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

**1.05M**

The agency has a designated ADA coordinator.

**I. Bullets****II. Proofs of Compliance**

- Documentation identifying the ADA Coordinator. (Qty Initial: 1) (Qty Reaccred: 1)

**III. Required References**

28 C.F.R. 35.107

**IV. Assessor Guidelines****V. Accreditation Manager Notes**

The ADA Coordinator may be within the jurisdiction of the agency.

## **1.06**

A written directive establishes a public information *function*, to include:

### **I. Bullets**

- A. Persons authorized to release information;
- B. Assisting the media in covering news stories and at crime scenes, including access restrictions;
- C. Being available for on-call responses to the news media;
- D. Preparing and distributing agency media releases, including use of social media;
- E. Arranging for, and assisting at news conferences;
- F. Coordinating and authorizing the release of information about victims, witnesses, and suspects; and
- G. Coordinating and authorizing the release of information concerning confidential investigations and operations in accordance with state statutes.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Agency news release. (Qty Initial: 1) (Qty Reaccred: 1)
- Job description or job task analysis (Qty Initial: 1) (Qty Reaccred: 1)

### **III. Required References**

Florida Statute Chapter 119

### **IV. Assessor Guidelines**

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

## **1.07M**

A written directive establishes guidelines for the release of information related to ongoing investigations, to include:

### **I. Bullets**

- A. The prior criminal record, character, or reputation of the accused;
- B. Photographs of accused;
- C. The existence of any confession, admission of guilt, or statements or refusal of statements made by the accused;
- D. The results of any examinations or tests of the accused;
- E. The identity, testimony, or credibility of prospective witnesses;
- F. Opinions of agency members regarding the guilt or innocence of the accused or merits of the case;
- G. Personal information identifying the victim;
- H. Information pertaining to juveniles;
- I. Releasing information when other public service agencies are involved in a mutual effort; and
- J. When the accused is an agency member.

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

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

### **III. Required References**

Florida Statutes Chapter 119

### **IV. Assessor Guidelines**

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

## **CHAPTER 2**

### **Authority**

This chapter relates to defining the boundaries of power and discretion given to members, including off-duty and extra-duty employment.

#### **2.01M**

A written directive addresses strip and body cavity searches that complies with Florida Statute and includes reporting requirements.

#### **I. Bullets**

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Written authorization of the supervising officer on duty. (Qty Initial: 1) (Qty Reaccred: 1)

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

Florida Statute 901.211.

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

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

## **2.02**

A written directive provides guidelines for using alternatives to arrest.

### **I. Bullets**

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

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation verifying the use of alternatives to arrest. (Qty Initial: 3 examples of different alternatives) (Qty Reaccred: 3 examples of different alternatives)
- Interviews.

### **III. Required References**

### **IV. Assessor Guidelines**

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

Notice to Appear, Marchman Act, Baker Act, UTC, warning citations, dispute referrals, etc. Files need only prove compliance for adults.



## **2.03M**

A written directive requires *members* to obey any lawful order of a superior, including any order relayed to the *member* by another *member*.

### **I. Bullets**

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

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)

### **III. Required References**

### **IV. Assessor Guidelines**

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

## **2.04M**

A written directive describes *procedures a member* must follow when receiving conflicting orders or unlawful orders from supervisors.

### **I. Bullets**

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

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)

### **III. Required References**

### **IV. Assessor Guidelines**

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

## **2.05M**

All *sworn members* have access to current laws and legal guidelines.

### **I. Bullets**

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

- Interviews

### **III. Required References**

Florida Statutes  
Legal bulletins  
Training bulletins

### **IV. Assessor Guidelines**

Confirm availability of laws and legal guidelines by interviewing officers and observing available resources.

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

## **2.06M**

A written directive prohibits *biased policing* in accordance with Florida Statutes and includes the following provisions:

### **I. Bullets**

- A. Training agency enforcement personnel in fair and impartial policing including legal aspects; in accordance with Florida Statutes;
- B. Corrective measures if biased policing occurs;
- C. Definition of biased policing;
- D. Community education and awareness efforts;
- E. A documented annual administrative review of traffic stop procedures related to fair and impartial policing; and
- F. Handling of complaints from the public.

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

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Training documentation in accordance with Florida Statutes. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of corrective measures taken. (Qty Initial: 1) (Qty Reaccred: 1)
- Sample of community education and awareness efforts. (Qty Initial: 1) (Qty Reaccred: 1)
- Annual administrative review documentation. (Qty Initial: 1) (Qty Reaccred: 1 each year)

### **III. Required References**

Florida Statutes 30.15 or 166.0493; 943.1716 and 943.1758

### **IV. Assessor Guidelines**

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

## **2.07M**

A written directive describes the circumstances under which a member may be relieved from duty.

### **I. Bullets**

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

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

### **III. Required References**

### **IV. Assessor Guidelines**

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

## **2.08M**

A written directive describes the *part-time sworn* and *auxiliary member* programs and states the authority and latitude given such members by the agency.

### **I. Bullets**

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

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

### **III. Required References**

CJSTC Rule 11B-35.003

### **IV. Assessor Guidelines**

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

## **2.09M**

A written directive describes volunteer programs and defines the *authority* and *latitude* given such members by the agency.

### **I. Bullets**

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

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

### **III. Required References**

### **IV. Assessor Guidelines**

Interview volunteer coordinator

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

## **2.10**

A written directive regulates the types of *off-duty employment* in which agency members may or may not engage.

### **I. Bullets**

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

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

### **III. Required References**

Florida Statutes 30.2905, 561.25, 648.44.

### **IV. Assessor Guidelines**

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



## **2.11M**

If the agency allows its sworn members to engage in *extra-duty employment*, a written directive addresses:

### **I. Bullets**

- A. Agency authorization for members;
- B. Behavior and activities of members; and
- C. The initial approval and revocation process of each extra-duty employer.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Approval and revocation process documentation. (Qty Initial: 1 each) (Qty Reaccred: 1 each year)
- Interviews.

### **III. Required References**

Florida Statute 30.2905

### **IV. Assessor Guidelines**

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

## **CHAPTER 3**

### **Written Directive System**

This chapter requires policies, procedures, regulations, and practices to be specified in writing and available to all members. A standardized format for written directives allow for greater understanding. Input from all levels in developing written directives is encouraged and executive staff approval required. Review and updating of policies is required to keep written procedures current with practices.

#### **3.01M**

The agency has a written directive system which includes:

##### **I. Bullets**

- A. A description of the format for each type of directive;
- B. Procedures for numbering and revising directives, as appropriate;
- C. A system for keeping the directives current;
- D. Procedures for review and/or approval of proposed policies, procedures, and rules and regulations prior to their promulgation;
- E. Identification of individuals or positions within the agency having authority to issue written directives;
- F. Procedures for dissemination and receipt of new and revised directives within a specified timeframe; and
- G. Procedures for storing and archiving directives.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of each type of written directives
- Proof of review and/or approval process. (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)
- Proof of receipt of written directives. (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)
- Interview agency members

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

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

Applies to formal directives, but may not be necessary for informal communications, such as memoranda or interoffice mails.

Assessors should review additional examples. Assessors should be aware that staff approval prior to promulgation may not be an option with smaller agencies.

## **V. Accreditation Manager Notes**

If the agency uses an electronic policy tracking system, compliance may be proven through observation only.

### **3.02M**

The agency electronically submits an annual accreditation report to the Commission to report compliance efforts by January 31 each year.

**I. Bullets**

**II. Proofs of Compliance**

- 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 for each calendar year, January 1 – December 31.

### **3.03M**

The agency notifies the public at least 30 days prior to a CFA accreditation assessment.

#### **I. Bullets**

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

- Proof of notification. (Qty Initial: 1) (Qty Reaccred: 1)

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

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

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

Notification may be through the media or posted on the agency's public website, with the date clearly noted.

## **CHAPTER 4**

### **Use of Force**

Standards in this chapter require that written policies specify when and to what degree lethal and less-lethal force can be used. These standards are predicated on routine, day-to-day operational procedures in the law enforcement profession. They are not intended to restrict members from defending themselves or others from death and/or serious injury as exigent circumstances may dictate. Agencies must describe the weapons that may be used and provide training in use of force policies for officers.

#### **4.01M**

A written directive establishes the agency's use of force policy which must follow Florida law and specifies that members will use only the force necessary to effect lawful objectives.

#### **I. Bullets**

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

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)

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

Florida Statute 776.05

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

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

#### **4.02M**

A written directive requires that *members* receive copies of and are instructed in the agency's use of force policy before they are authorized to carry lethal or less-lethal weapons.

#### **I. Bullets**

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

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Receipt of use of force policy prior to authorization/ assignment. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Documentation of training prior to authorization/assignment. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Interviews

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

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

Assessor should review documentation and interview both sworn and non-sworn members

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

#### **4.03M**

A written directive requires successful completion of the Florida Basic Recruit Training Program, or its equivalent, prior to assignment in any capacity in which a sworn member is allowed to carry a firearm or is in any position to make an arrest.

#### **I. Bullets**

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

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation showing members' completion of minimum state certification program prior to assignment. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- TEA and FTO assignment documentation, if applicable. (Qty Initial: 3) (Qty Reaccred: 3)

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

CJSTC Rule 11B-27.00213

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

Sworn members participating in a formal field training program under a Temporary Employment Authorization (TEA) are exempt from this requirement provided they are in compliance with CJSTC Rule 11B-27.00213.

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



#### **4.04M**

A written directive states the agency's policy concerning the firing of warning shots.

##### **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**

#### **4.05M**

A written directive addresses the use of agency approved firearms to include:

##### **I. Bullets**

- A. On duty use;
- B. Off duty use;
- C. Proven proficiency prior to carrying;
- D. A requirement for only agency approved ammunition to be used while on duty;
- E. Inspection, and approval of agency approved firearms by a qualified firearms instructor or armorer, prior to carrying;
- F. A process to remove unsafe firearms; and
- G. Maintaining a record on each firearm approved by the agency for official use.

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

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation showing proficiency with on-duty firearms (Qty Initial: 3) (Qty Reaccred: 1 each year, different type each year)
- Documentation showing proficiency with off-duty firearms (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Documentation showing proficiency with firearms used by tactical team members (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Documentation demonstrating inspection and approval of firearms. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Request to carry a personal firearm, e.g., letter, *memo*, etc., if applicable. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Documentation demonstrating removal of unsafe firearms. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Interviews.

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

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

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

#### **4.06M**

A written directive addresses the use of agency approved less-lethal weapons, and must include:

##### **I. Bullets**

- A. On-duty use;
- B. Off-duty use;
- C. Proven proficiency prior to carrying;
- D. Maintaining a current list of each type of approved less-lethal weapon; and
- E. A requirement for a documented annual inspection of less-lethal weapons to ensure expiration dates are not exceeded.

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

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation showing proficiency with each type of less-lethal weapon carried (Qty Initial: 3) (Qty Reaccred: 1 each year, different type each year)
- List of authorized less-lethal weapons, both on and off duty. (Qty Initial: 1) (Qty Reaccred: 1)
- Inspection documentation (Qty Initial: 1) (Qty Reaccred: 1 each year)

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

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

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

Some approved weapons may not have proficiency test results.

#### **4.07M**

A written directive requires a written report be submitted and a documented review conducted by a defined level of authority whenever a member:

##### **I. Bullets**

- A. Discharges a firearm, for other than training or recreational purposes;
- B. Applies force through the use of lethal or less-lethal weapons;
- C. Applies weaponless physical force at a level as defined by the agency.

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

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Completed agency “use of force” reports, e.g., unintentional discharge report, firearm use reports, shooting incident report, restraint report, etc. (Qty Initial: 1 each bullet) (Qty Reaccred: 1 each bullet)
- Documented review with level of authority noted. (Qty Initial: 1) (Qty Reaccred: 1 each bullet)
- Interviews.

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

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

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

#### **4.08M**

A written directive specifies *procedures* for ensuring appropriate medical aid is provided after use of lethal or less-lethal weapons, or other use of force incidents as defined by the agency.

##### **I. Bullets**

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

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation demonstrating medical aid was provided. (Qty Initial: 1) (Qty Reaccred: 1 each year)

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

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

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

#### **4.09M**

The agency conducts an annual *administrative review* and analysis of those reports required when a member:

##### **I. Bullets**

- A. Discharges a firearm, for other than training or recreational purposes;
- B. Applies force through the use of lethal or less-lethal weapons;
- C. Applies weaponless physical force at a level as defined by the agency.

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

- Documented annual review with proof of analysis and outcomes. (Qty Initial: 1)  
(Qty Reaccred: 1 each year)

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

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

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

Outcomes are agency actions based on information from the annual review.

## **CHAPTER 5**

### **Fiscal Activities**

This chapter pertains to an agency's fiscal procedures. Written directives describe the agency's accounting system, cash handling procedures, and inventory control process. Audits must be performed.

#### **5.01M**

The agency has an accounting system with real-time reporting, or provisions for monthly status reports showing:

#### **I. Bullets**

- A. Initial appropriation for each account;
- B. Expenditures and encumbrances made during the period; and
- C. The unencumbered balance.

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

- Budget documentation demonstrating compliance with elements of the standard. (Qty Initial: 2 consecutive months) (Qty Reaccred: 2 consecutive months for each year)

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

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

If the system is electronic with real-time data, assessor will observe elements of the standard within the system and no written documentation is required.

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

## **5.02M**

A written directive governs the maintenance of all cash funds or accounts, excluding civil process and confidential funds, where agency personnel are permitted to receive, maintain, or disburse cash and includes procedures used for collecting, safeguarding, and disbursing cash to include:

### **I. Bullets**

- A. A balance sheet, ledger, or other system that identifies initial balance, credits (cash income received), debits (cash disbursed), and the balance on hand;
- B. Receipts or documentation for cash received;
- C. Authorization for cash disbursement, including CEO authorization for expenses in excess of a given amount;
- D. Records, documentation, or invoice requirements for cash expenditures;
- E. Persons or positions authorized to disburse or accept cash; and
- F. Quarterly accounting of agency cash activities.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Financial documentation addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1 each year)

### **III. Required References**

### **IV. Assessor Guidelines**

This standard does not apply to funds intended for agency member morale or welfare.

Confidential funds are addressed in Standard 5.05M.

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



**5.03M**

An *independent audit* of the agency's fiscal activities will be conducted annually.

**I. Bullets****II. Proofs of Compliance**

- Proof of annual audit (Qty Initial: 1) (Qty Reaccred: 1 each year)

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

## **5.04M**

A written directive describes the agency's inventory control system for agency property, equipment, and other assets.

### **I. Bullets**

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Inventory lists (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Observation of property/identification methods.
- Forms tracking issue/reissue of agency owned equipment, property or other assets. (Qty Initial: 3) (Qty Reaccred: 1 each year)

### **III. Required References**

### **IV. Assessor Guidelines**

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

## **5.05M**

A written directive establishes an accounting system for confidential funds to include:

### **I. Bullets**

- A. Designation of one position responsible for the system;
- B. Procedures for member requests of funds;
- C. Submission of receipts after payment to include:
  - 1. Amount of payment,
  - 2. Member's name,
  - 3. Informant's name or identifier, if any,
  - 4. Purpose of the payment,
  - 5. Date, and
  - 6. Case number;
- D. Approval by the CEO or designee for payments in excess of a specified amount;
- E. A quarterly internal audit and report of expenditures to the CEO or designee; and
- F. Criteria for use of funds.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Funds requests, receipts or vouchers. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- CEO or designee approved payments. (Qty Initial:1 ) (Qty Reaccred: 1)
- Audit reports (Qty Initial: 2 consecutive quarters) (Qty Reaccred: 2 consecutive quarters for each year)
- Interviews

### **III. Required References**

### **IV. Assessor Guidelines**

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

## **5.06M**

A written directive provides procedures for the receipt, disbursement, and quarterly *internal audits* of funds administered for the civil process *function*.

### **I. Bullets**

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of receipts, disbursements, and audits. (Qty Initial: 3) (Qty Reaccred: 1 each for each year)

### **III. Required References**

### **IV. Assessor Guidelines**

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

## **CHAPTER 6**

### **Grievance Process**

This chapter applies to all agencies even if another governmental entity (e.g., city or county civil service board) is involved in the personnel process. The standards apply to all members whether or not covered by a collective bargaining agreement. A grievance procedure affords a member the opportunity to contest the directive or action in a formal manner. It also provides the employer an opportunity to clarify the directive or action, if necessary.

These standards do not apply to the agency's chief executive officer or members that serve at the pleasure of the CEO.

#### **6.01M**

*A written directive describes the agency's grievance process, and includes:*

##### **I. Bullets**

- A. Procedures for filing a grievance;
- B. Acknowledging the receipt of the grievance by noting the date and receiving agent;
- C. Formal written response requirements; and
- D. Identifying the remedy or adjustment, if any, to be made to resolve the grievance.

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

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)

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

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

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

## **6.02**

A written directive identifies the agency *component* or *position* responsible for coordinating the *grievance* process.

### **I. Bullets**

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Job description or JTA of the position. (Qty Initial: 1) (Qty Reaccred: 1)

### **III. Required References**

### **IV. Assessor Guidelines**

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

### **6.03**

A written directive describes procedures for appealing decisions made in the *grievance* process.

#### **I. Bullets**

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- *Appeal process* documentation. (Qty Initial: 3) (Qty Reaccred: 1 each year)

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

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

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

## **CHAPTER 7**

### **Conduct and Discipline**

This chapter applies to all agencies even if another governmental entity (e.g., city or county civil service board) is involved in the personnel process. The standards apply to all members whether or not covered by a collective bargaining agreement.

#### **7.01M**

A written directive requires all *members* to abide by a code or canon of ethics.

#### **I. Bullets**

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

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Code or canon of ethics. (Qty Initial: 1) (Qty Reaccred: 1)

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

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

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



## **7.02M**

A written directive establishes a uniform system for counseling and disciplining employees.

### **I. Bullets**

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

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

### **III. Required References**

### **IV. Assessor Guidelines**

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

### **7.03**

A written directive defines the authority of each level of supervision relative to disciplinary actions.

#### **I. Bullets**

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

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

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

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

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

## **7.04**

A written directive requires that the following information be provided in writing to the affected member when a misconduct investigation results in dismissal:

### **I. Bullets**

- A. Reason;
- B. Effective date; and
- C. A statement outlining the employee's rights.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof that information is provided to affected members. (Qty Initial: 1) (Qty Reaccred: 1)

### **III. Required References**

### **IV. Assessor Guidelines**

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

## **7.05**

A written directive describes procedures for the maintenance and secure storage of disciplinary records.

### **I. Bullets**

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

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

### **III. Required References**

GS1-SL Items #98, #206, #371

### **IV. Assessor Guidelines**

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

## **7.06**

A written directive describes procedures for appealing disciplinary actions.

### **I. Bullets**

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

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

### **III. Required References**

### **IV. Assessor Guidelines**

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

## **7.07M**

A written directive prohibits all forms of harassment in the workplace, regardless of the source, and provides means by which it can be reported and protocols for investigations.

### **I. Bullets**

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

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

### **III. Required References**

### **IV. Assessor Guidelines**

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

## **7.08M**

A *written directive* describes *policy* regarding campaigning, lobbying, and political practices. This *policy* conforms to governmental statutes and regulations.

### **I. Bullets**

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

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)

### **III. Required References**

Florida Statutes 104.31, 112.313

### **IV. Assessor Guidelines**

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

## CHAPTER 8 Recruitment

This chapter applies to all agencies even if another governmental entity is involved in the recruiting process. Recruitment efforts to fill sworn vacancies should be directed towards the goal of racial, ethnic and gender diversity. This chapter applies to the recruitment of sworn personnel.

### 8.01M

Individuals assigned to *recruitment activities* are trained in *equal employment opportunity*.

#### I. Bullets

#### II. Proofs of Compliance

- Documentation of training for members assigned to *recruitment activities*. (Qty Initial: 1) (Qty Reaccred: 1)

#### III. Required References

#### IV. Assessor Guidelines

Training of Personnel or Human Resource members may qualify to meet this standard.

#### V. Accreditation Manager Notes

Training should be for everyone involved in the recruiting function, including employees not assigned to the agency.



## **8.02**

The agency has a recruitment plan to develop racial, ethnic and gender diversity that includes the following:

### **I. Bullets**

- A. A statement of objectives;
- B. An action plan designed to achieve the objectives;
- C. Annual evaluation of progress towards objectives; and
- D. Updates or revisions as necessary.

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

- Recruitment plan which addresses elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Annual evaluation of progress. (Qty Initial: 1) (Qty Reaccred: 1 each year)

### **III. Required References**

### **IV. Assessor Guidelines**

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

### **8.03**

The agency advertises as an equal opportunity employer on all *recruitment literature* and all employment applications.

#### **I. Bullets**

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

- Observation of recruitment literature, posters, websites, social media, and employment applications.

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

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

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

## CHAPTER 9 Selection

This chapter applies to all agencies even if another governmental entity is involved in the selection process. This chapter applies to the selection of sworn personnel unless otherwise indicated. All agencies must comply with Criminal Justice Standards and Training Commission selection and background guidelines, but each is encouraged to develop procedures specific to their agency.

Selection standards must be job related, uniformly applied, and provide equal opportunity for all to compete.

### 9.01

A written directive describes the *selection process* to include:

#### I. Bullets

- A. All elements are documented as job related and nondiscriminatory; and
- B. All elements are administered, scored, and interpreted in a uniform manner.

#### II. Proofs of Compliance

- Written directive addressing elements of the standard (civil service rules OR bargaining unit agreement, if applicable.) (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of private firm's *selection process*, if applicable. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation from human resources, or responsible entity, as being job related and nondiscriminatory. (Qty Initial: 1) (Qty Reaccred: 1)
- Operational elements of the selection process, e.g., time limits, oral instructions, practice problems, answer sheets and scoring formulas. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Interviews.

#### III. Required References

#### IV. Assessor Guidelines

Assessors will verify elements of the standard through interviews with Human Resources or responsible entity for validation process.

#### V. Accreditation Manager Notes

## **9.02M**

The agency conducts *psychological fitness examinations* for each candidate prior to appointment to probationary status. Results are:

### **I. Bullets**

- A. Assessed by a licensed professional;
- B. Maintained in accordance with Florida Statute; and
- C. Stored in a secure manner.

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

- Written documentation of tests used. (Qty Initial: 1) (Qty Reaccred: 1)
- Professional licenses/Certificates. (Qty Initial: 1 each) (Qty Reaccred: 1 each)
- Observation of secure files.

### **III. Required References**

GS1-SL Item #24

Florida Statute 119.071

### **IV. Assessor Guidelines**

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

### **9.03**

A written directive establishes a specified probationary period of not less than six months for new non-exempt employees.

#### **I. Bullets**

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of date of hire and completion of probationary period. (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)

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

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

This standard does not apply to volunteers.

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

Proofs are required for both civilian and sworn personnel.

#### **9.04**

If the agency administers a physical ability test for each candidate prior to appointment to probationary status, the test is job related and nondiscriminatory.

#### **I. Bullets**

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

- Documentation from human resources, or responsible entity, as being job related and nondiscriminatory. (Qty Initial: 1) (Qty Reaccred: 1)
- Physical ability requirements. (Qty Initial: 1) (Qty Reaccred: 1)

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

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

Job task analyses or job descriptions may be used to prove job related tasks.

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

### **9.05M**

A background investigation is conducted on civilian applicants hired by the agency. The investigation includes:

#### **I. Bullets**

- A. Warrants check;
- B. Fingerprints check;
- C. Local records check;
- D. Prior employment; and
- E. Criminal history.

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

- Completed background investigation. (Qty Initial: 1) (Qty Reaccred: 1)

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

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

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

## **9.06M**

A written directive requires *selection criteria* for part-time sworn members are the same as full-time sworn members.

### **I. Bullets**

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

- *Written directive* (Qty Initial: 1) (Qty Reaccred: 1)
- Comparison of *selection criteria*. (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)

### **III. Required References**

### **IV. Assessor Guidelines**

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

Compare full-time sworn against part-time sworn.



## **9.07**

A written directive describes the *selection criteria* for *auxiliary members*.

### **I. Bullets**

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

- *Written directive* (Qty Initial: 1) (Qty Reaccred: 1)
- Completed selection documentation. (Qty Initial: 1) (Qty Reaccred: 1 each year)

### **III. Required References**

### **IV. Assessor Guidelines**

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

## **CHAPTER 10**

### **Training**

Training is one of the most important responsibilities of any law enforcement agency. It contributes greatly toward the overall professionalism of the agency while the consequence for lack of training jeopardizes the credibility of the agency and exposes the agency to civil liability.

Agency training and program development should be the responsibility of a training component which develops and administers programs, and maintains records.

All part-time and full-time members will participate in required training.

#### **10.01**

A written directive establishes attendance requirements for training programs.

##### **I. Bullets**

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of member's attendance at training programs. (Qty Initial: 3) (Qty Reaccred: 1 each year)

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

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

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

Include samples for both sworn and non-sworn members.

## **10.02M**

A written directive requires lesson plans for training courses administered by the agency and includes provisions for the following:

### **I. Bullets**

- A. A statement of student performance objectives;
- B. Training content;
- C. Appropriate instructional techniques;
- D. Lesson plan format;
- E. Approval process; and
- F. Identification of test(s), if used.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Lesson plan addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1 each year, different lesson plan each year)
- Documentation of testing, if used. (Qty Initial: 1) (Qty Reaccred: 1 each year)

### **III. Required References**

### **IV. Assessor Guidelines**

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

### **10.03M**

New agency members receive an overview on the agency's accreditation standards and process.

#### **I. Bullets**

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

- Documentation verifying member overview (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interviews

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

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

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

Include samples for both sworn and non-sworn members.

#### **10.04M**

A written directive establishes the agency's *remedial training* policy and includes the following:

#### **I. Bullets**

- A. Circumstances and criteria used to determine need;
- B. The types available;
- C. Timetables under which training is provided;
- D. The consequences of non-participation by affected members; and
- E. Procedures for those members who are unable to demonstrate proficiency with an authorized weapon prior to resuming official duties.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of *remedial training*, if any. (Qty Initial: 1 each type) (Qty Reaccred: 1 each year)

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

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

Interview Range Master and Training Supervisor to ensure compliance with agency procedures. All remedial training must be addressed, including lethal and less-lethal weapons. Include civilian members authorized to carry weapons.

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

## **10.05M**

The agency maintains complete training records for each member.

### **I. Bullets**

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

- Observation of training records.

### **III. Required References**

GS1-SL Items #19, #66, #162

GS2 Items #48, #105

### **IV. Assessor Guidelines**

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

## **10.06M**

The agency maintains a record for each *in-service training* class, to include:

### **I. Bullets**

- A. Course content;
- B. Names of participants;
- C. Performance of individual participants, if applicable; and
- D. The instructor(s)

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

- List of in-service training classes conducted. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Lesson plans. (Qty Initial: 1) (Qty Reaccred: 1)
- Observe in-service training class files.

### **III. Required References**

### **IV. Assessor Guidelines**

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

## **10.07M**

A written directive establishes a *field training program* as defined by the agency for sworn members, which includes:

### **I. Bullets**

- A. Qualifications for Field Training Officers;
- B. Training requirements for Field Training Officers;
- C. Supervision of Field Training Officers;
- D. Reporting responsibilities of Field Training Officers; and
- E. Guidelines for Field Training Officers' evaluation of recruits.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Certificate of training or program curriculum for training of FTOs. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation showing qualifications of FTOs. (Qty Initial: 3) (Qty Reaccred: 3)
- Documentation showing evaluation of recruits. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Agency training curriculum for recruit field training & evaluation program. (Qty Initial: 1) (Qty Reaccred: 1)
- Interview Field Training Officers and supervisors.

### **III. Required References**

### **IV. Assessor Guidelines**

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



## **10.08**

A written directive identifies the requisite skills, knowledge, abilities, and *criteria* of instructors in all agency operated training programs.

### **I. Bullets**

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

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

### **III. Required References**

### **IV. Assessor Guidelines**

This standard does not apply to volunteers.

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

## **10.09M**

Agency instructors teaching CJSTC *high liability topics* will, meet CJSTC requirements for high liability instructors, except for completing the internship requirement and being affiliated with a *training school*.

### **I. Bullets**

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

- Observe high liability instructors' ATMS records.

### **III. Required References**

CJSTC Guidelines Rule 11B-20

### **IV. Assessor Guidelines**

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

- Active certifications are not required for instructors teaching in-service courses.

## **10.10M**

A written directive requires members authorized to carry weapons and firearms receive *in-service training* which includes:

### **I. Bullets**

- A. Annual demonstration of proficiency with firearms authorized to carry;
- B. Annual use of force training in accordance with CJSTC Rule;
- C. Annual Dart-Firing Stun Gun training in accordance with Florida Statute;
- D. Biennial less-lethal weapon training (for weapons other than the Dart-Firing Stun Gun); and
- E. Qualification with firearms authorized to carry in accordance with CJSTC Rule.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of training for each element of the standard. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Interviews

### **III. Required References**

CJSTC Rule 11B-27.00212

Florida Statute 943.1717

### **IV. Assessor Guidelines**

View lesson plans for each training topic identified in the standard (not necessary to be in the file); Remember to verify training for civilian members carrying weapons, e.g., batons, OC spray, etc.

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

Proofs will show compliance for a variety of ranks.

Proficiency may be shown in various formats to include, but not limited to live fire of firearms, simunitions, reality-based training scenarios, and physical manipulation of inert or training facsimiles of firearms authorized for the member to carry.

## **10.11M**

A written directive identifies all sworn and non-sworn *positions* which require *specialized training*.

### **I. Bullets**

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Interview employees in positions which require specialized training.

### **III. Required References**

### **IV. Assessor Guidelines**

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

**10.12M**

Newly promoted or appointed first line sworn supervisors participate in a training program, as defined by the agency.

**I. Bullets****II. Proofs of Compliance**

- Proof of training. (Qty Initial: 1) (Qty Reaccred: 3)

**III. Required References****IV. Assessor Guidelines**

Training is received prior to, or no later than 12 months after appointment to a supervisory position.

**V. Accreditation Manager Notes**

### **10.13M**

All sworn members will receive first aid refresher training, as defined by the agency, on a periodic basis.

#### **I. Bullets**

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

- Proof of training (Qty Initial: 1) (Qty Reaccred: 3)
- Instructor qualifications (Qty Initial: 1) (Qty Reaccred: 3)
- Interview sworn members.

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

CJSTC Rule 11B-20.0014(2)(d)5,6

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

Instructors will possess active CPR or First Aid Instructor Certification as outlined in the Required References.

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

Instructors must either meet requirements of standard 10.09M, or be exempt as outlined in the Required References.

## **10.14M**

A written directive requires *part-time sworn* and *auxiliary members* are restricted in their ability to perform law enforcement duties to only those areas for which they have received training.

### **I. Bullets**

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

- *Written directive* (Qty Initial: 1 each) (Qty Reaccred: 1 each)
- *Job descriptions*. (Qty Initial: 1 each) (Qty Reaccred: 1 each)
- Documentation of duty-related training. (Qty Initial: 3 each) (Qty Reaccred: 1 each year)

### **III. Required References**

### **IV. Assessor Guidelines**

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

Proofs must confirm required training (FTO, in-service, etc.) for duties of both part-time and auxiliary officers.

## **10.15**

A written directive requires members who conduct background investigations are trained, as defined by the agency, in collecting required information.

### **I. Bullets**

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

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of training for members assigned to conduct background investigations. (Qty Initial: 3) (Qty Reaccred: 3)

### **III. Required References**

### **IV. Assessor Guidelines**

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

Training may be CJSTC, investigative, or other relevant training approved by the agency.



## **10.16M**

A written directive requires all sworn members and others identified by the agency receive educational training, as defined by the agency, related to mental health awareness, prevention, mitigation, and treatment to include Post-Traumatic Stress Disorder.

### **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: 1)
- Interview members

### **III. Required References**

Florida Statute 112.1815

### **IV. Assessor Guidelines**

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

This standard addresses agency members.

## **10.17M**

If the Sheriff chooses to establish a Coach Aaron Feis Guardian Program, a written directive addresses:

### **I. Bullets**

- A. Participation eligibility;
- B. Firearms safety and proficiency training;
- C. Defensive tactics training;
- D. Training in legal issues;
- E. Diversity training; and
- F. Ongoing training, weapon inspection, and firearm qualification on an annual basis.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation participants have met eligibility requirements. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation participants have completed initial minimum training requirements. (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)
- Documentation of ongoing training. (Qty Initial: 1 each type) (Qty Reaccred: 1 each type each year)
- Documentation of inspections. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of firearms qualifications. (Qty Initial: 1) (Qty Reaccred: 1 each year)

### **III. Required References**

Florida Statute 30.15  
Florida Statute 790.06

### **IV. Assessor Guidelines**

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

## **CHAPTER 11**

### **Promotion**

The establishment of job related criteria and procedures for evaluating the performance potential of every member seeking promotion are viewed as necessary elements of the personnel system.

#### **11.01**

A written directive describes procedures used for the promotion process for sworn and non-sworn positions, which is job related and nondiscriminatory.

#### **I. Bullets**

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation from human resources, or responsible entity, as being job related and nondiscriminatory. (Qty Initial: 1 each) (Qty Reaccred: 1 each)

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

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

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

Proofs should show compliance for both sworn and non-sworn positions.

## **11.02**

A written directive details the promotion process, which includes:

### **I. Bullets**

- A. A written announcement(s) of positions for which vacancies exist which includes eligibility requirements, dates, times, and locations of all elements of the process; and
- B. A description of the selection criteria.

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

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

### **III. Required References**

### **IV. Assessor Guidelines**

It is not necessary for all information to be contained in a single document.

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

Proofs must demonstrate compliance with each component of the promotional processes for both sworn and civilian personnel. Elements may be addressed on separate documents.

### **11.03**

If eligibility lists are used in the promotion process, a written directive establishes *criteria* and procedures for the development of the lists, to include:

#### **I. Bullets**

- A. Numerical weight, if any, assigned to each eligibility requirement;
- B. The system of ranking eligible members on the list;
- C. Duration of the list; and
- D. The system for selecting candidates from the list.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Eligibility list. (Qty Initial: 1) (Qty Reaccred: 3)
- Promotional announcement/personnel order. (Qty Initial: 1) (Qty Reaccred: 3)

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

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

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

## **11.04**

If not addressed by a collective bargaining agreement, a written directive describes procedures for the member's review and appeal of adverse decisions concerning eligibility for, or appointment to, promotional vacancies.

### **I. Bullets**

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of appeals, if any. (Qty Initial: 1) (Qty Reaccred: 3)

### **III. Required References**

### **IV. Assessor Guidelines**

There are four elements to this standard: review and appeal of both eligibility and appointment decisions, unless limited by a collective bargaining agreement.

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

## **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 job descriptions are useful for evaluating employee performance.

The key to the successful operation of the agency's performance evaluation system is the chief executive officer. The C.E.O. must monitor its function to ensure that it is fair and impartial and is achieving established objectives consistent with competent personnel management.

#### **12.01**

A written directive describes the agency's performance evaluation system and includes:

##### **I. Bullets**

- A. Objectives of the system;
- B. Measurement definitions;
- C. Explanatory comments are required for unsatisfactory or outstanding performance;
- D. A requirement for evaluations for all members, with exceptions noted, to be conducted at least annually;
- E. Criteria used are based on the member's job description during that rating period;
- F. Rater training and responsibilities;
- G. The immediate supervisor rates the member;
- H. The completed evaluation is available to the member; and
- I. Procedures for contesting for permanent members.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed performance evaluations with explanatory comments. (Qty Initial: 1 each type) (Qty Reaccred: 1 each year, different member each year)
- Documentation of a contested evaluation. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of rater training. (Qty Initial: 3) (Qty 1 each year, different rater each year)

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

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

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

Include civilians, sworn or certified members, supervisors, and line personnel.

This standard does not apply to civilian volunteers.



## **12.02**

A written directive describes procedures for review of the completed performance evaluation and includes:

### **I. Bullets**

- A. An interview between the rater and the member;
- B. Provisions for written comments by the member; and
- C. The opportunity to acknowledge the completed performance evaluation indicating the member has read it.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed performance evaluation. (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews of supervisors and members, both sworn and civilian

### **III. Required References**

### **IV. Assessor Guidelines**

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

## **12.03**

A written directive regulates the agency's use of performance evaluations' results.

### **I. Bullets**

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

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

### **III. Required References**

### **IV. Assessor Guidelines**

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

## **12.04**

A written directive requires a review is conducted with each member at the beginning of the rating period concerning the following:

### **I. Bullets**

- A. Task of the assigned position;
- B. Performance expectations; and
- C. Rating criteria.

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

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

### **III. Required References**

### **IV. Assessor Guidelines**

Interview employees to ensure supervisors conducted reviews.

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

## **12.05**

A written directive requires that permanent members are given written notice of substandard performance prior to the end of the rating period.

### **I. Bullets**

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Notification of substandard performance. (Qty Initial: 1) (Qty Reaccred: 1)

### **III. Required References**

### **IV. Assessor Guidelines**

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

## **12.06**

The work performance of each sworn probationary member is evaluated at least once during the probationary period, in writing, using job related measures and procedures.

### **I. Bullets**

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

- Performance evaluations. (Qty Initial: 1) (Qty Reaccred: 1 each year)

### **III. Required References**

### **IV. Assessor Guidelines**

FTO program evaluations do not meet the intent of this standard. This standard applies to all newly hired or newly promoted sworn members, and excludes disciplinary probation.

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

## **CHAPTER 13**

### **Position Classifications and Descriptions**

Job task analyses and job descriptions are necessary for developing and implementing recruitment strategies, validating hiring and promotion procedures, determining training requirements, and evaluating employee performance.

#### **13.01M**

A written directive describes volunteer members' duties and responsibilities and required training for any capacity in which they are utilized.

#### **I. Bullets**

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

- *Written directive* (Qty Initial: 1) (Qty Reaccred: 1)
- Orientation schedule, training *curriculum*/outline, or training records of *volunteers*. (Qty Initial: 3) (Qty Reaccred: 1 each year)

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

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

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

A job description may be used as a written directive for this standard.

## **13.02**

If the agency utilizes *job task analyses* for sworn classifications, a current written analysis is maintained and available for review by all members. The JTA will include:

### **I. Bullets**

- A. Duties, responsibilities, and tasks for each position;
- B. Frequency with which every task is performed; and
- C. The minimum level of proficiency necessary in the job related skills, knowledge, and abilities.

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

- JTAs that include each element of the standard (Qty Initial: 1 each) (Qty Reaccred: 1 each)
- Documentation of availability to members. (Qty Initial: 1) (Qty Reaccred: 1)

### **III. Required References**

### **IV. Assessor Guidelines**

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

JTA's for sworn ranks, i.e., officer, sergeant, lieutenant, captain, etc., should be available for assessor review.

**13.03M**

The agency maintains a job description for each full-time paid position.

**I. Bullets****II. Proofs of Compliance**

- Current job descriptions. (Qty Initial: 3) (Qty Reaccred: 3)

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**



## **CHAPTER 14**

### **Field Personnel**

This chapter relates to the operations of the agency's field personnel. Many standards in this chapter refer to all personnel in the field, others deal specifically with the patrol function. The standards define responsibilities for members and what actions are permissible by agency policy.

#### **14.01M**

A written directive stipulates that law enforcement response to emergencies be continuously available within the agency's jurisdiction.

#### **I. Bullets**

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Shift schedule showing continuous availability. (Qty Initial: 1) (Qty Reaccred: 1)
- Contract or mutual aid agreement with provider agency, if applicable. (Qty Initial: 1) (Qty Reaccred: 1)

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

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

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

This standard applies to the patrol function.

## **14.02**

A written directive governs the operation of each *special purpose vehicle* and includes the following:

### **I. Bullets**

- A. Authorization and limitations of use;
- B. Qualifications and training for authorized members;
- C. Designation of a person or position responsible for maintenance; and
- D. Equipment list.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of special purpose vehicles and equipment.
- Equipment lists. (Qty Initial: 1 list from 3 different vehicles) (Qty Reaccred: 1 list from 3 different vehicles)
- Documentation of training. (Qty Initial: 1 each) (Qty Reaccred: 1 each)

### **III. Required References**

### **IV. Assessor Guidelines**

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

This standard applies to all field personnel.

### **14.03**

A written directive describes the circumstances which require a supervisor at the scene to assume command.

#### **I. Bullets**

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

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

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

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

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

This standard applies to the patrol function.

#### **14.04M**

A written directive describes procedures for informing victims/witnesses of their rights in accordance with Florida Statute.

#### **I. Bullets**

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of approval of agency specific victim/witness rights document by the Office of the Governor. (Qty Initial: 1) (Qty Reaccred: 1 each year)

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

Florida Statutes 960.001, 943.326

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

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

Each agency is required to produce its own victim/witness rights document.

## **14.05M**

A written directive governs pursuit of motor vehicles, to include:

### **I. Bullets**

- A. Evaluation of the circumstances;
- B. Initiating member's responsibilities;
- C. Secondary unit's responsibilities;
- D. Roles and restrictions pertinent to marked, unmarked, or other types of police vehicle involvement;
- E. Dispatcher's responsibilities;
- F. Field supervisor's responsibilities;
- G. Forcible stopping;
- H. When to terminate;
- I. Interjurisdictional and intrajurisdictional pursuits;
- J. A procedure for reporting and a documented administrative review, and
- K. Initial training on agency policy.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Pursuit reports showing administrative review. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of initial training on agency policy. (Qty Initial:1) (Qty Reaccred: 1)
- Interviews.

### **III. Required References**

Florida Statute 768.28

### **IV. Assessor Guidelines**

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

## **14.06M**

A written directive establishes procedures for levels of response to calls for service.

### **I. Bullets**

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

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

### **III. Required References**

### **IV. Assessor Guidelines**

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

This standard applies to the patrol function.

## **14.07M**

A written directive describes the proper use of the following equipment during emergency and non-emergency situations:

### **I. Bullets**

- A. Emergency lights;
- B. Sirens;
- C. Hazard warning lights;
- D. Spotlights, if equipped; and
- E. Public address systems, if equipped.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews.
- Observation of operational equipment.

### **III. Required References**

### **IV. Assessor Guidelines**

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

This standard applies to the patrol function.

## **14.08M**

A written directive requires each vehicle used for patrol or traffic enforcement to be equipped with:

### **I. Bullets**

- A. Operational emergency lights and siren;
- B. Properly charged fire extinguisher (except for patrol/traffic motorcycles);
- C. Operational flashlight;
- D. Medical equipment as defined by the agency and current supplies; and
- E. Personal protective equipment as defined by the agency.

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

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

### **III. Required References**

### **IV. Assessor Guidelines**

This standard applies to vehicles routinely used to perform patrol/traffic duties and does not apply to special purpose vehicles other than motorcycles.

If flashlights are individually issued, observe working flashlight in vehicle operator's possession.

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

This standard applies to the patrol function.



**14.09M**

A written directive describes members' use of safety belts in all agency vehicles.

**I. Bullets****II. Proofs of Compliance**

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

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

This standard applies to all field personnel.

## **14.10M**

A written directive addresses body armor for sworn members, to include:

### **I. Bullets**

- A. Being readily available while on duty;
- B. A requirement for body armor to be current; and
- C. A requirement for wearing during pre-planned, high-risk situations, as defined by the agency.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of issue. (Qty Initial: 3) (Qty Reaccred: 3)
- Observation of available body armor.

### **III. Required References**

### **IV. Assessor Guidelines**

For this standard, current refers to body armor with expiration dates that have not been exceeded.

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

## **14.11M**

If an agency has K-9 teams, a written directive specifies the following:

### **I. Bullets**

- A. Circumstances for use;
- B. Handler selection criteria;
- C. Duties and responsibilities;
- D. Certification
- E. Training requirements for the handler and the K-9; and
- F. Deployment documentation.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Certification documentation, if applicable. (Qty Initial: 1) ( Qty Reaccred: 1)
- Training documentation. (Qty Initial: 3) ( Qty Reaccred: 1 each year)
- Deployment documentation. (Qty Initial: 3) ( Qty Reaccred: 1 each year)
- Interviews with K-9 handler.

### **III. Required References**

### **IV. Assessor Guidelines**

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

Provide training documentation and certification for K-9 and handler team. Examples of K-9 teams include those used for narcotic detention, cadaver detection, search and rescue, explosive detection, and dogs used in the patrol function.

## **14.12M**

If the agency uses narcotics for K-9 training, a written directive establishes an accounting system to include:

### **I. Bullets**

- A. Procedures for the issuance and disposition of narcotics used for K-9 training to include when packaging has been compromised;
- B. Security, storage, and accountability of issued training narcotics when not in use;
- C. A documented unannounced inventory of narcotics used for K-9 training is conducted as directed by the agency's CEO; and
- D. Follow-up investigative procedures for lost, missing, or stolen narcotics.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documented issuance/disposition of agency issued narcotics. (Qty Initial: 3) (Qty Reaccred: 3)
- Inventory documentation. (Qty Initial: 1) (Qty Reaccred: 3)

### **III. Required References**

### **IV. Assessor Guidelines**

Inventory - The act or process of cataloging through a full or partial accounting, as defined by the agency, of the quantity of goods or materials on hand.

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

**14.13M**

If the agency has a marine enforcement function, a written directive provides guidelines for enforcement of boating regulations.

**I. Bullets****II. Proofs of Compliance**

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

**III. Required References**

Florida Statutes, Chapters 327 and 328

**IV. Assessor Guidelines****V. Accreditation Manager Notes**

This standard applies to the patrol function.

#### **14.14M**

If the agency authorizes members to administer emergency opioid antagonist treatment for suspected opioid overdose, a written directive addresses:

##### **I. Bullets**

- A. Training;
- B. Member responsibilities;
- C. Criteria for use;
- D. Inspections to ensure expiration dates have not been exceeded;
- E. Documentation;
- F. Storage, as defined by the agency; and
- G. Restrictions.

##### **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 each year)
- Documentation of inspections. (Qty Initial: 1) (Qty Reaccred: 1 each year)

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

Florida Statute 381.887

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

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

#### **14.15M**

If the agency has a civilian rider or observer program, a written directive establishes procedures, to include:

##### **I. Bullets**

- A. Participation requirements;
- B. Approval process;
- C. Officer responsibilities;
- D. Supervisor responsibilities; and
- E. Limitations.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Approval documentation. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interviews with officers.

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

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

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

## **CHAPTER 15**

### **Investigations**

Standards in this chapter relate to the investigative function as performed by both uniformed members and members specializing in investigations. The standards do not direct the agency's investigative functions in specific crimes, but identify some of the elements common to all investigations.

#### **15.01M**

A written directive establishes a system of case file maintenance for the criminal investigation component, to include:

##### **I. Bullets**

- A. Types of records to be maintained;
- B. Accessibility to the files; and
- C. Security of the files.

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

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

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

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

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



## **15.02M**

Records relating to active vice and organized crime investigations are maintained separately and securely from the central records system.

- I. Bullets**
- II. Proofs of Compliance**
  - Observation of files.
- III. Required References**
- IV. Assessor Guidelines**
- V. Accreditation Manager Notes**

### **15.03M**

A written directive establishes procedures for the recruitment, control, and use of confidential informants in accordance with Florida Statutes, and includes:

#### **I. Bullets**

- A. A master file of all confidential informants used by the agency;
- B. Content of the file to include an individual assessment of each prospective confidential informant;
- C. Maintenance and security of confidential informant files;
- D. Protection of the identity of the confidential informant;
- E. Criteria for paying confidential informants, if applicable;
- F. Precautions to be taken with confidential informants to include informants whose participation may make an investigation more susceptible to compromise through alleged improprieties;
- G. Special precautions to be taken with juvenile informants;
- H. Level of supervisory approval before a juvenile is used;
- I. Training of all personnel involved in the use or recruitment of confidential informants in the agency policy requirements and procedures; and
- J. A documented annual review of agency practices to ensure conformity with agency policies, procedures, and Florida Statute.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of master file, maintenance system, and file security (including electronic/computerized systems)
- Files with confidential information redacted. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of annual review. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of training. (Qty Initial: 3) (Qty Reaccred: 3)
- Interviews.

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

Guidelines for Florida State And Local Law Enforcement Agencies in Dealing With Confidential Informants

Florida Statute 914.28

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

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

**15.04 - Deleted**

## **15.05**

If technical aids for the detection of deception are used for any purpose, a written directive governs their use, and examiners must have a certificate of training.

### **I. Bullets**

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Examiner's completed report. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Proof of training. (Qty Initial: 1 each) (Qty Reaccred: 1 each)

### **III. Required References**

### **IV. Assessor Guidelines**

Assessors will ensure certificates are on file for all examiners.

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

## **15.06M**

A written directive establishes procedures for assuring compliance with constitutional requirements during criminal investigations to include interviews, interrogations, and access to counsel.

### **I. Bullets**

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of written or electronic advisement. (Qty Initial: 1) (Qty Reaccred: 1 each year)

### **III. Required References**

### **IV. Assessor Guidelines**

If the agency uses digital technology (Interview Video Recordings, Body Cams, In-Car Video) to document compliance of constitutional requirements, observation of such advisement will satisfy the standard.

Compliance may also be achieved by documentation in the offense report of deliverance of constitutional requirements.

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

## **15.07**

A written directive establishes procedures to be followed when conducting field interviews, to include:

### **I. Bullets**

- A. Identifying circumstances under which field interviews are appropriate;
- B. Recording the contact; and
- C. Distributing the record.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed field interview forms. (Qty Initial: 3) (Qty Reaccred: 1 each year)

### **III. Required References**

### **IV. Assessor Guidelines**

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

## **15.08M**

A written directive specifies procedures for search warrants, to include:

### **I. Bullets**

- A. Drafting the warrant;
- B. Approval process;
- C. Execution of warrant;
- D. Areas which may be searched;
- E. Inventory; and
- F. Return.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Executed search warrant including inventory and return. (Qty Initial: 1) (Qty Reaccred: 1)

### **III. Required References**

Florida Statute Chapter 933

### **IV. Assessor Guidelines**

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

## **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)

### **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**



## **15.10M**

A written directive addresses how law enforcement personnel respond to incidents of sexual violence. The directive will include:

### **I. Bullets**

- A. Initial response, investigations and report writing;
- B. Obtaining medical/counseling assistance for victims;
- C. Evidence collection/preservation; and
- D. Follow-up investigation and supplemental reports.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed reports. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Interviews.

### **III. Required References**

### **IV. Assessor Guidelines**

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

## **15.11M**

If the agency conducts surveillance operations, undercover operations, decoy operations, or raids, the agency has a written directive which addresses the following:

### **I. Bullets**

- A. Level or authority that can approve an operation;
- B. Designating a single person to command the operation;
- C. Notifying the patrol supervisor responsible for the target area;
- D. Confirming target location;
- E. Identifying and making contact with suspects; and
- F. Documentation, as required by the agency.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed agency documentation, e.g. after-action reports, operations plans, incident reports. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interviews.

### **III. Required References**

### **IV. Assessor Guidelines**

Surveillance in this standard is a pre-planned operation as part of a formal criminal investigation.

Agency is not compelled to notify, but must have parameters for when notification is required or not necessary. (Bullet D)

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

## **15.12M**

A written directive establishes procedures to be used when investigating missing children and missing adult reports following the guidelines outlined in Florida Statutes. The policy must ensure that cases involving missing children and adults are investigated promptly using appropriate resources, and must include:

### **I. Bullets**

- A. Requirements for accepting missing child and missing adult reports;
- B. Requirement for entry into FCIC/NCIC within two hours of receipt of the report;
- C. Procedures for initiating, maintaining, closing, or referring a missing child or missing adult investigation;
- D. Standards for maintaining and clearing computer data of information concerning a missing child or missing adult which is stored in the FCIC and the NCIC, to include a monthly review of each case and a determination of whether the case should be maintained in the database;
- E. Requirement that when a person has been reported missing and has not been located within 30 days, the agency will request the family or next of kin to provide written consent to contact the dentist of the missing person and request that person's dental records for inclusion in the NCIC Dental File; and
- F. Requirement to attempt to obtain a biological specimen for DNA analysis if the missing person has not been located within 90 days.

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

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

### **III. Required References**

Florida Statutes 937.021 and 937.031

### **IV. Assessor Guidelines**

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

## **15.13M**

A written directive establishes procedures for conducting eyewitness identification to include the following:

### **I. Bullets**

- A. The creation, composition, and utilization of the photo array or lineup;
- B. The requirement for the use of an independent administrator to conduct eyewitness identifications;
- C. The use of an alternative method as outlined in Florida Statute if an independent administrator is not available;
- D. Standard instructions to be given by the independent administrator to the witness prior to the photo array or lineup;
- E. Directions to the administrator conducting the photographic or live lineup that ensures a neutral administration;
- F. Method(s) of presenting the array or lineup;
- G. Documenting the procedure and outcome of the array or lineup;
- H. Documenting the witness' response and exact words;
- I. Written acknowledgement by the witness they received a copy of the lineup instructions; and
- J. Initial and periodic refresher training on the policy, of members involved in eyewitness identification efforts.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of witness acknowledgement. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of initial training. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of periodic refresher training (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews.

### **III. Required References**

Florida Statute 92.70

### **IV. Assessor Guidelines**

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

If an independent administrator is not available, an alternative method as identified by Florida Statute must be used.

Agency policy must specify how often the training shall occur.



## **15.14M**

A written directive establishes procedures for conducting showups as a type of eyewitness identification, to include the following:

### **I. Bullets**

- A. Circumstances when a showup may be conducted;
- B. Limitations to reduce the suggestiveness of a showup;
- C. Standard instructions to be used by the investigator conducting the showup to instruct the witness prior to the procedure;
- D. A direction to the investigator(s) conducting the showup to avoid any conduct that might directly or indirectly influence the witness' decision, and to avoid any comments or actions that suggest the witness did or did not identify the suspect when the showup is completed;
- E. Discerning the level of confidence in an identification as expressed by the witness; and
- F. Documenting the procedure and outcome of the showup, including noting the witness' response and exact words.

### **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**

## **15.15M**

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**

## **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.

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



## **15.17M**

A written directive describes procedures for registering *sexual offenders* 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)

### **III. Required References**

Florida Statute 943.0435

### **IV. Assessor Guidelines**

Municipal agencies must have procedures to refer sexual offenders to the appropriate registering agency. Municipal agencies may not N/A this standard.

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

## **15.18M**

A written directive addresses procedures to make a good faith effort to ensure a qualified professional, upon request and as defined in Florida Statute, is present at all interviews of an autistic individual, and includes initial and periodic training of affected agency members.

### **I. Bullets**

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of initial training. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of periodic refresher training. (Qty Initial: 1) (Qty Reaccred: 1)

### **III. Required References**

Florida Statute 943.0439

Florida Statute 943.1727

### **IV. Assessor Guidelines**

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

Each agency must ensure that appropriate policies are developed and that training is provided to affected members based on those policies.

Periodic training will include instruction on the recognition of the symptoms and characteristics of an individual on the autism disorder spectrum and appropriate responses to an individual exhibiting such symptoms and characteristics.

## **CHAPTER 16**

### **Juveniles**

Standards in this chapter relate to the juvenile operations function. Agencies should make a firm commitment to develop and participate in programs designed to prevent juvenile delinquency. Activities of members responsible for the juvenile operations function should include such things as conducting follow-up investigations of cases involving offenders, processing arrests, operating out of the juvenile justice system, and designing and implementing programs intended to prevent delinquent and criminal behavior.

Agencies should establish guidelines and criteria for options for handling juveniles, to include: release of the offender with no further action, diversion to a social program, disposing of the case by the agency, or referring the youth to juvenile court.

#### **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, or summonses. (Qty Initial: 3) (Qty Reaccred: 1 each year)

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

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

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

**16.02M**

A written directive establishes procedures for processing juveniles, to include:

**I. Bullets**

- A. When the juvenile is alleged to have engaged in non-criminal behavior; and
- B. When the juvenile is alleged to have been harmed or to be in danger of harm.

**II. Proofs of Compliance**

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

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

## **16.03M**

A written directive establishes procedures for juveniles who have been taken into custody, to include:

### **I. Bullets**

- A. Ensuring that the constitutional rights of juveniles are protected;
- B. Notification of parents or guardians;
- C. Submission of juvenile fingerprints according to Florida law;
- D. Taking juveniles to an intake facility or to the juvenile component promptly unless there is a need for emergency medical treatment; and
- E. Precautions to ensure no regular contact between adult and juvenile detainees.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of written or electronic advisement. (Qty Initial: 1) (Qty Reaccred: 1)
- Guardian notifications documentation. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of adult and juvenile separation.

### **III. Required References**

Florida Statutes 985.101, 985.11, 985.115

### **IV. Assessor Guidelines**

Regular contact: sight and sound contact. Separation of children from adults shall permit no more than haphazard or accidental contact. (Bullet E)

If the agency uses digital technology (Interview Video Recordings, Body Cams, In-Car Video) to document compliance of constitutional requirements, observation of such advisement will satisfy the standard.

Compliance may also be achieved by documentation in the offense report of deliverance of constitutional requirements.

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

**16.04M**

A written directive establishes procedures for the custodial interview of juveniles, to include:

**I. Bullets**

- A. Conferring with parents or guardians;
- B. Limiting the duration of interviews; and
- C. Limiting the number of members who engage in the interview.

**II. Proofs of Compliance**

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

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

## **CHAPTER 17**

### **Special Operations**

These standards relate to incidents that rise above the conventional operational or investigative response. Usually special operations encompass activities resulting from certain events, emergencies, or unexpected situations which may involve the use of special purpose vehicles, equipment, and specialized personnel. It also addresses situations of an emergency nature that result from disasters, civil disturbances, and civil defense emergencies.

Smaller agencies may not have special operations (or tactical) components. Regardless, these types of emergency situations arise in jurisdictions of any size and every agency may be the “first responder” even when another, larger agency may be called to assist or even resolve the incident. For this reason, every agency must have written plan(s) that outline the procedures for how the situations will be handled.

#### **17.01 M**

A written directive establishes an *Incident Command System* for operations management and addresses the following:

##### **I. Bullets**

- A. System activation criteria;
- B. Command protocol;
- C. Written procedures;
- D. Training, as defined by the agency, of affected personnel;
- E. Documented after-action report; and
- F. Documented periodic training or operational exercise.

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

- Written directive addressing elements of the standard (Qty initial: 1) (Qty Reaccred: 1)
- Training documentation of affected personnel (Qty Initial: 1) (Qty Reaccred: 1)
- After action reports (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Periodic training/operational exercise documentation (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews

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

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

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

ICS training received at the academy can be accepted for proof of Bullet D.



**17.02 M - DELETED**

### **17.03M**

A written directive addresses dignitary protection.

#### **I. Bullets**

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

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

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

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

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

**17.04M**

If the agency has a tactical team, a written directive addresses the following:

**I. Bullets**

- A. Team member selection criteria;
- B. Specialized equipment;
- C. Quarterly team training;
- D. Call out criteria and notification procedures;
- E. Deployment procedures; and
- F. Duties and responsibilities.

**II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of equipment.
- Proof of training. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interviews.

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

## **17.05M**

If the agency has hostage negotiators, a written directive provides for the following:

### **I. Bullets**

- A. Selection criteria;
- B. Specialized equipment;
- C. Training;
- D. Call out criteria and notification procedures;
- E. Deployment procedures; and
- F. Interaction between hostage negotiation and tactical personnel.

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

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

### **III. Required References**

### **IV. Assessor Guidelines**

For initial accreditation, proof of training refers to all negotiators. For reaccreditation, proof of training refers to new negotiators during the current reaccreditation cycle.

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

**17.06M**

The agency has written procedures for handling a hostage/barricaded person situation which addresses the following:

**I. Bullets**

- A. Notification of appropriate personnel both inside and outside the agency;
- B. Communications with other agencies, to include requests for ambulance, rescue, and fire services;
- C. Establishment of perimeters;
- D. Evacuation of bystanders and injured persons;
- E. Establishment of a central command post; and
- F. After action report.

**II. Proofs of Compliance**

- Written procedures addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- After action report (Qty Initial: 1) (Qty Reaccred: 1 each year)

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

## **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;
- H. Communications procedures during periods of radio silence; and
- I. 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**

## **17.08M**

If the agency has a bomb squad, a written directive provides for the following:

### **I. Bullets**

- A. Selection criteria;
- B. Specialized equipment;
- C. Training;
- D. Call out criteria and notification procedures;
- E. Deployment procedures; and
- F. Duties and responsibilities.

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

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

### **III. Required References**

### **IV. Assessor Guidelines**

For initial accreditation, proof of training refers to all bomb technicians. For reaccreditation, proof of training refers to new bomb technicians during the current reaccreditation cycle.

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

## **17.09**

If the agency handles *special events*, the agency will have written procedures for the following:

### **I. Bullets**

- A. Designation of a single person or position as the supervisor/coordinator for the coverage of a given event;
- B. Logistical requirements; and
- C. Coordination inside and outside the agency.

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

- Written procedures addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of special event operations. (Qty Initial: 1) (Qty Reaccred: 1 each year)

### **III. Required References**

### **IV. Assessor Guidelines**

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



## **CHAPTER 18**

### **Traffic Law Enforcement**

Traffic direction and control are undertaken by an agency's sworn and non-sworn members to guide and/or restrict the movement of pedestrians and motorists. This chapter governs traffic control, escorts, clothing worn by members who perform these *functions*, assistance and protection provided to highway users, procedures for reporting and correcting hazardous highway situations, and the towing of private vehicles. This chapter also establishes guidelines and procedures for traffic crash investigations.

This chapter addresses agency guidelines and procedures for handling all aspects of traffic enforcement and control.

#### **18.01**

A written directive describes procedures for traffic violations committed by:

##### **I. Bullets**

- A. Persons who are not residents of the service area;
- B. Juveniles; and
- C. Foreign diplomats or consular officials.

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

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

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

US Department of State Publication 10969, "Consular Notification and Access"

US Department of State Publication "Diplomatic and Consular Immunity: Guidance for Law Enforcement and Judicial Authorities"

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

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

## **18.02M**

A written directive provides guidelines for enforcement of traffic regulations, to include:

### **I. Bullets**

- A. Criminal traffic violations;
- B. Moving violations;
- C. Nonmoving violations; and
- D. Commercial motor vehicle violations.

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

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

### **III. Required References**

### **IV. Assessor Guidelines**

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

**18.03M**

A written directive specifies an agency's responsibilities involving any of the following traffic crash incidents:

**I. Bullets**

- A. Death or injury;
- B. Hit and run;
- C. Agency owned, rented, or leased vehicles;
- D. Impairment of an operator due to alcohol or drugs; and
- E. Hazardous materials.

**II. Proofs of Compliance**

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

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

## **18.04M**

A written directive describes specific responsibilities of the first responding member at the scene of a crash, including:

### **I. Bullets**

- A. Administering emergency medical care and providing basic life support;
- B. Summoning ambulance and/or additional assistance (e.g., members, officers, rescue, tow truck, etc.);
- C. Protecting the crash scene;
- D. Preserving short-lived evidence;
- E. Establishing a safe traffic pattern around the scene;
- F. Locating witnesses and recording crash information;
- G. Expediting the removal of vehicles and debris from the roadway; and
- H. Hazardous material assessment.

### **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**

**18.05M**

A written directive states that a member responding to the scene of a crash will take precautions to protect the owner's property because the owner is unable to care for it. The directive will include procedures for inventory, removal, and storage of property.

**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**

**18.06 - DELETED**

**18.07**

A written directive establishes procedures for manual traffic direction.

**I. Bullets****II. Proofs of Compliance**

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

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

**18.08M**

A written directive requires members to wear high visibility clothing while directing traffic.

**I. Bullets****II. Proofs of Compliance**

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

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**



**18.09**

A written directive describes the routine and emergency circumstances when agency members may escort vehicles.

**I. Bullets****II. Proofs of Compliance**

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

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

### **18.10M**

A written directive describes the circumstances warranting the use of roadblocks and procedures for implementation.

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

## **18.11M**

A written directive describes the agency's school crossing guard program to include:

### **I. Bullets**

- A. Selection criteria;
- B. Authority and responsibilities;
- C. State certified training regardless of population and salary;
- D. Recertification/evaluation regardless of population and salary; and
- E. Uniform requirements.

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

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Certificates of training. (Qty initial: 3) (Qty, Reaccred: 1 each year)
- Observation of uniforms
- Certificates of recertification training. (Qty initial: 3) (Qty Reaccred: 1 each year)

### **III. Required References**

Florida Department of Transportation Safety Office School Crossing Guard Training Guidelines

### **IV. Assessor Guidelines**

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

## **18.12**

If the agency uses non-sworn members to conduct traffic direction and control, a written directive describes the following:

### **I. Bullets**

- A. Authority and responsibilities; and
- B. Training.

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

- Written directive addressing elements of the standard (Qty initial: 1) (Qty, Reaccred: 1)
- Training documentation (Qty initial: 3) (Qty Reaccred: 3)

### **III. Required References**

### **IV. Assessor Guidelines**

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

This standard does not apply to school crossing guards.

### **18.13M**

A written directive specifies the requirements and documentation for the towing of all vehicles and includes, at a minimum:

#### **I. Bullets**

- A. Time;
- B. Date;
- C. Location the vehicle was towed from;
- D. Requesting member;
- E. Reason for removal or tow;
- F. Towing service name;
- G. Location the vehicle was towed to;
- H. Notification (or attempts) to the registered owner;
- I. Inventory of contents;
- J. Placing and removal of holds; and
- K. Procedures to initiate entry and removal of FCIC entries, when appropriate.

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

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

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

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

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

A single document may be used to show compliance with all the elements of the standard.

## **CHAPTER 19**

### **Criminal Intelligence**

Criminal intelligence, which is the collection, processing, and dissemination of information relating to criminal activities, is used by all agencies. This varies widely among law enforcement jurisdictions, but typically includes organized crime, vice, illegal drug activity, terrorism, gang activity, and civil disorder. Intelligence should be a source of information for action by operational units.

The standards do not include the intelligence gathering activities associated with special events such as visits by dignitaries or sporting events. It is imperative to properly safeguard intelligence information and records in accordance with Florida Statutes and Code of Federal Regulations.

## **19.01M**

A written directive provides procedures for ensuring the legality and integrity of intelligence to include the following:

### **I. Bullets**

- A. Ensuring collected information is limited to criminal conduct and relates to activities that present a threat to the community;
- B. Describing the types or quality of information that may be collected and maintained;
- C. Using intelligence members, equipment, and techniques; and
- D. Purging information which is no longer active or accurate.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Records disposition document (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews

### **III. Required References**

GS-2 Item #30  
28 CFR 23

### **IV. Assessor Guidelines**

Criminal intelligence does not necessarily need to be stored in a database specifically designed as a criminal intelligence operating system. Historical information contained in spreadsheets, computer drives and other programs may no longer meet the definition of "Active Criminal Intelligence" under Section 119.071, FS and will therefore be subject to release as a public record. Additionally, once a record is no longer "active" it may be subject to purging requirements.

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

## **19.02M**

A written directive describes procedures for safeguarding intelligence information, to include:

### **I. Bullets**

- A. Collation and analysis in a secure environment;
- B. Dissemination to internal components and other criminal justice agencies;
- C. Security measures to protect against unauthorized attempts to access, modify, remove, or destroy stored information, whether electronic or physical; and
- D. Secure storage in an area separate from the agency's central records function.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of security system.
- Interviews

### **III. Required References**

### **IV. Assessor Guidelines**

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

If any intelligence information is stored electronically, measures must be in place to protect the information from agency members not involved in the intelligence function.



## **CHAPTER 20**

### **Misconduct Complaint Processing**

Every law enforcement agency will establish a system for the receipt, investigation, and determination of *complaints* received by the agency from any person. The level of the investigation is determined by the agency based on the seriousness of the *complaint*.

#### **20.01M**

A written directive establishes procedures for processing all *complaints* against the agency or its members, to include:

#### **I. Bullets**

- A. Types of complaints to be investigated by line supervisors;
- B. Types of complaints to be reviewed by the internal affairs function;
- C. Types of complaints that require investigating by the internal affairs function;
- D. Procedures for maintaining a record of complaints received by the agency in accordance with Florida Statutes;
- E. Maintaining the confidentiality of internal affairs investigations in accordance with Florida Statutes;
- F. Secure storage of internal affairs records;
- G. Provisions for releasing information at the conclusion of the investigation, upon request, and in conformance with the public records law; and
- H. Procedures for reporting of sustained cases involving moral character.

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

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Complaint documentation. (Qty initial: 1 each type) (Qty Reaccred: 1 each type)
- CJSTC Form 78. (Qty initial: 1) (Qty Reaccred: 1 each year)
- Observation of secure storage.
- Interviews.

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

Florida Statutes 112.533, 119.07

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

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

Include one from bullet A, one from bullet B, and one from bullet C.

## **20.02M**

A written directive requires when members are notified they are the subject of an *internal affairs investigation*, the agency issues written notification of the allegations and the member's rights and responsibilities relative to the investigation.

### **I. Bullets**

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

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Documentation demonstrating written notification of the allegation issued to member. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation demonstrating issuance of employee's rights and responsibilities notification. (Qty Initial: 1) (Qty Reaccred: 1 each year)

### **III. Required References**

### **IV. Assessor Guidelines**

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

## **20.03**

A written directive specifies the conditions under which the following may be used in *internal affairs investigations*:

### **I. Bullets**

- A. Medical or laboratory examinations;
- B. Photographs of members;
- C. Lineups;
- D. Financial disclosure statements; and
- E. Instruments for the detection of deception.

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

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

### **III. Required References**

### **IV. Assessor Guidelines**

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

## **20.04M**

A written directive requires that upon conclusion of an internal investigation, the complainant and the affected member receive written notification of the conclusion of fact.

### **I. Bullets**

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

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation demonstrating the various conclusions of fact. (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)
- Documentation demonstrating written notification to member and complainant. (Qty Initial: 1 each) (Qty Reaccred: 1 each)

### **III. Required References**

### **IV. Assessor Guidelines**

This standard applies to formal *internal affairs investigations*.

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

For this standard, Conclusion of Fact means final determination about allegations based on investigative activities which may include exonerated, sustained, not sustained, unfounded, and policy failure.

## **CHAPTER 21**

### **Prisoner/Detainee Transportation**

It is necessary to establish basic requirements with regard to transporting *prisoners/detainees* to ensure the safety and security of the public, *prisoners/detainees*, and members. These standards form guidelines for the normal day-to-day transport by law enforcement members. These standards do not apply to the transport of *prisoners/detainees* as part of the agency's correctional function.

#### **21.01M**

A written directive describes procedures for transporting *prisoners/detainees*, to include:

#### **I. Bullets**

- A. Prisoners/detainees of the opposite sex;
- B. Sick, disabled, or injured prisoners/detainees;
- C. Juvenile offenders; and
- D. Violent prisoners/detainees.

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

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

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

Florida Statute 985.101

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

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

**21.02M**

A written directive requires that all *prisoners/detainees* are searched for weapons and contraband prior to transport.

**I. Bullets****II. Proofs of Compliance**

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

**III. Required References****IV. Assessor Guidelines**

This requirement applies to all transports including transfers from other officers or agencies.

**V. Accreditation Manager Notes**

**21.03M**

A written directive requires the examination of all vehicles used for transporting *prisoners/detainees*.

**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**

Agency must address the examination of both assigned and unassigned vehicles.

**V. Accreditation Manager Notes**

**21.04M**

A written directive describes *restraining devices* and methods to be used during *prisoner/detainee* transports with exceptions noted.

**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**



## **21.05**

A written directive describes circumstances under which the transporting officer can stop to respond to the need for law enforcement services while transporting a prisoner/detainee.

### **I. Bullets**

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

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

### **III. Required References**

### **IV. Assessor Guidelines**

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

**21.06M**

A written directive describes procedures when an escape occurs during lawful custody within and outside the agency's jurisdiction, to include:

**I. Bullets**

- A. Persons to be notified;
- B. Reports to be prepared; and
- C. Actions to be taken.

**II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Completed reports. (Qty: initial: 3) (Qty Reaccred: 3)

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

**21.07M**

A written directive describes security procedures when a *prisoner/detainee* is transported or admitted to a *medical care facility*.

**I. Bullets****II. Proofs of Compliance**

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

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

## **21.08M**

A written directive describes members' actions upon arrival at a facility, court, or other agency when delivering *prisoners/detainees*. The directive addresses the following:

### **I. Bullets**

- A. Securing weapons;
- B. Removing restraining devices;
- C. Documentation delivered to the receiving personnel;
- D. Documentation detailing the prisoner/detainee transfer; and
- E. Advising receiving agency personnel of any potential medical or security hazards.

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

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Completed reports or activity logs with notations. (Qty initial: 3) (Qty Reaccred: 3)
- Prisoner/detainee transfer documentation. (Qty initial: 3) (Qty Reaccred: 3)
- Observation of method to secure weapons.
- Interviews

### **III. Required References**

### **IV. Assessor Guidelines**

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

## CHAPTER 22 Holding Areas

Standards in this chapter apply to agencies operating short-term holding areas to maintain custody of prisoners/detainees. These areas are designed as temporary collection points prior to transport to a jail or medical facility and include courthouse areas used to temporarily hold prisoners awaiting court or anyone remanded into custody during court proceedings. If these holding areas are staffed by detention personnel, the standards do not apply. All agencies that operate a holding facility must comply with the standards in this chapter, if applicable.

### 22.01M

*Holding areas* provide the following conditions for *prisoners/detainees*:

#### I. **Bullets**

- A. Adequate lighting;
- B. Circulation of fresh or purified air;
- C. Controls to reduce the possibility of invading a prisoner/detainees' privacy.

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

- Observation of *holding areas*.

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

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

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

## **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**

## **22.03M**

A written directive describes the operations of the *holding area* and addresses the following:

### **I. Bullets**

- A. Securing all weapons before entering, with exceptions specified;
- B. Conditions under which a member enters an occupied holding area;
- C. Securing holding area doors;
- D. Security checks for weapons, contraband, and damaged equipment prior to use;
- E. An alert system to a designated control point in the event of an emergency; and
- F. A security alarm system linked to a designated control point if a member is not equipped with alert or panic alarm systems, or a means of two-way communication.

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

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Observation of secured weapon storage
- Observation of alert system
- Observation of security alarm system.

### **III. Required References**

### **IV. Assessor Guidelines**

Both lethal and less-lethal weapons must be addressed.

The intent of bullet E is to ensure prisoners have a method of reporting an emergency to agency personnel. The system is not required to be electronic.

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

## **22.04M**

A written directive requires procedures for processing *prisoners/detainees* to include:

### **I. Bullets**

- A. The search of each prisoner/detainee prior to entering the holding area;
- B. An itemized inventory and secure storage of all property taken; and
- C. Release of personal property to a transporting officer, if other than the arresting officer.

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

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Completed inventory form. (Qty initial: 3) (Qty Reaccred: 3)
- Observation of secure storage
- Interviews

### **III. Required References**

### **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:

### **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**

**22.06M**

If holding areas are equipped with video surveillance with the ability to observe *prisoners/detainees*, a written directive includes:

**I. Bullets**

- A. Controls to protect a prisoner/detainee's privacy; and
- B. Measures to ensure immediate intervention for prisoner/detainee emergencies.

**II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Observation of electronic surveillance equipment.

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

**22.07M**

If males, females, and/or juveniles are required to be detained at the same time, detainees are separated in order to prevent *regular contact*.

**I. Bullets****II. Proofs of Compliance**

- Observation of *holding areas*.

**III. Required References**

Florida Statute 985.115

**IV. Assessor Guidelines****V. Accreditation Manager Notes**

**22.08M**

A written directive describes procedures to follow when a *prisoner/detainee* is in need of, or requests medical assistance.

**I. Bullets****II. Proofs of Compliance**

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

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

**22.09M**

Procedures for gaining access to medical services are posted in areas used by *prisoners/detainees*, in the language(s) prevalent to the *service community*.

**I. Bullets****II. Proofs of Compliance**

- Observation of posted signs

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

**22.10M**

A written directive describes procedures for handling and segregating *prisoners/detainees* who are self-destructive, violent, ill, injured, or under the influence of alcohol or drugs.

**I. Bullets****II. Proofs of Compliance**

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

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

## **22.11M**

A written directive describes procedures to be followed in the event of an escape to include:

### **I. Bullets**

- A. Sounding of alarms;
- B. Persons to be notified;
- C. Assignment of available members;
- D. Mobilizing resources;
- E. Ending alert; and
- F. Reporting requirements.

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

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

### **III. Required References**

### **IV. Assessor Guidelines**

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

## **22.12M**

Affected members receive training on the operation of the *holding area*, to include fire suppression techniques and use of fire suppression and safety equipment.

### **I. Bullets**

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

- Documentation of training. (Qty Initial: 3) (Qty Reaccred: 3)

### **III. Required References**

### **IV. Assessor Guidelines**

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



**22.13M**

A first aid kit containing current supplies is available in all holding areas. A documented monthly inspection is conducted and supplies are replenished as necessary.

**I. Bullets****II. Proofs of Compliance**

- Observation of first aid kit.
- Documentation of monthly inspection. (Qty Initial: 3) (Qty Reaccred: 1 each year)

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

**22.14M**

A written directive describes procedures for a group arrest that exceeds the maximum capacity of the holding area.

**I. Bullets****II. Proofs of Compliance**

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

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

## **22.15M**

If a prisoner/detainee is to be secured to an immovable object, it will be designed and intended for such use.

### **I. Bullets**

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

- Observation.

### **III. Required References**

### **IV. Assessor Guidelines**

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

## **CHAPTER 23**

### **Court Security**

These standards apply to those agencies responsible for the provision of security within a courtroom, or the interior or exterior courthouse facility. Standards address administration, operations, policy/procedure, security, and equipment.

#### **23.01M**

A written directive regulates courtroom and courthouse security, to include:

##### **I. Bullets**

- A. The agency's role and authority;
- B. Security of the courthouse;
- C. Hostage situation response;
- D. High-risk trials;
- E. Emergency procedures for fires, bombs, and disasters;
- F. Emergency medical procedures;
- G. Evacuation procedures; and
- H. Communications.

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

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Observation of communications system.
- Observation of courthouse security.

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

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

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

## **23.02**

If policies prohibit weapons in areas of the courthouse, an area is provided for securing firearms and weapons.

### **I. Bullets**

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

- Observation of secure area with limited access.

### **III. Required References**

### **IV. Assessor Guidelines**

Courthouse policy does not have to be in writing.

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

### **23.03**

A written directive addresses equipment used for court security to include availability, readiness, and secure storage.

#### **I. Bullets**

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

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Observation of availability, readiness, and secure storage.

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

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

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

## **23.04M**

A written directive establishes procedures for restricting public contact with prisoners while in the courthouse.

### **I. Bullets**

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of restricted public contact.
- Interviews.

### **III. Required References**

### **IV. Assessor Guidelines**

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

**23.05M**

A written directive requires documented inspections of courtrooms for contraband prior to use.

**I. Bullets****II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Inspection documentation. (Qty Initial: 3) (Qty Reaccred: 1 each year)

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**



**23.06M**

A written directive specifies procedures for the examination of articles brought into the courthouse.

**I. Bullets****II. Proofs of Compliance**

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

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

**23.07**

A written directive provides procedures for the control of electronic and manual keys to the courthouse and courtrooms.

**I. Bullets****II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of key control system.

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

**23.08**

Courtrooms are equipped with duress alarms that activate an immediate response.

**I. Bullets**

- A. Duress alarms are checked for operational readiness and documented each day a court is in session; and
- B. Courtrooms will be equipped with at least one form of external voice communications.

**II. Proofs of Compliance**

- Observation of duress alarms and external communications equipment.
- Documentation of daily checks for operational readiness. (Qty initial: 3), (Qty Reaccred: 1 each year)

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

## **CHAPTER 24**

### **Civil Process**

This chapter addresses civil process originating with the court and served or executed by members of Sheriff's Offices. These standards include proper documentation and property management. Standards 24.01M and 24.02M are applicable to municipal agencies that have been authorized by the Chief Judge of their circuit to serve domestic violence injunctions (FS 741.30) Standards 24.01M and 24.02M are applicable to University police departments that have been requested by the Sheriff of their county to serve domestic violence injunctions (FS 1012.97). Standard 24.06M must be addressed by all agencies as to the bullets that apply.

#### **24.01M**

A written directive provides procedures for the service or execution of civil process and includes:

##### **I. Bullets**

- A. The responsibilities relating to the methods of service and the actions required of the process server; and
- B. Each type of process and the identification of any unique requirements of a particular process.

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

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Authorization from Chief Judge for municipal agencies. (Qty initial: 1) (Qty Reaccred: 1)
- Sheriff's request for University agencies. (Qty initial: 1) (Qty Reaccred: 1)

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

Florida Statutes 741.30, 1012.97, and Chapter 48

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

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

## **24.02M**

A written directive requires that the service, execution, and attempts to serve civil process are documented and include the following:

### **I. Bullets**

- A. Date and time served or attempted;
- B. Name of server;
- C. Reason for non-service, if applicable;
- D. Method of service;
- E. Location of service or attempted service; and
- F. To whom the process was served or on whom executed.

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

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Documentation showing elements of the standard. (Qty initial: 3) (Qty Reaccred: 1 each year)

### **III. Required References**

Florida Statutes 741.30, 1012.97

### **IV. Assessor Guidelines**

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

**24.03** – Deleted

**24.04** – Deleted

**24.05** – Deleted

## **24.06M**

A written directive establishes policies and procedures regarding the Florida Risk Protection Order Act, to include:

### **I. Bullets**

- A. Taking custody of firearms, ammunitions, and licenses;
- B. Storing firearms, ammunitions, and licenses;
- C. Returning firearms, ammunitions, and licenses;
- D. Service of risk protection orders;
- E. Notice requirements;
- F. Entry of risk protection order into FCIC/ NCIC; and
- G. Initial training, as defined by the agency, of affected agency members.

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

- *Written directive* addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of receipt issued to respondent or responsible party identifying all firearms, quantity and type of ammunition, and license surrendered or seized (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of background check that respondent, or other authorized party, is eligible to own or possess firearms and ammunition prior to return (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Notice to family or household members of respondent prior to return of surrendered firearm and ammunition (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of initial training. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interviews

### **III. Required References**

Florida Statute 790.401

### **IV. Assessor Guidelines**

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

License refers to a Concealed Weapon or Firearm License issued by the Florida Department of Agriculture and Consumer Services.

## **CHAPTER 25**

### **Communications**

These standards address all communication centers which routinely receive and dispatch calls for service. The standards also apply to agencies which contract for dispatch services and agencies with shared communication responsibilities. If the communications function is provided by a non-accredited agency, shared, or multi-jurisdictional entity, the agency receiving services should rely on documents developed by the outside communications center to prove compliance and build files for standards in this chapter.

If the agency providing services is accredited with CFA, the agency receiving those services may prove compliance by showing the providing agency is currently accredited. If the agency providing services is already accredited with CALEA the agency receiving those services may prove compliance by showing the providing agency is currently accredited, with the exception of Standards 25.09M, bullet F, 25.13M, 25.14M, and 25.15M which are specific to Florida and will require proofs of compliance.

## **25.01M**

A written directive addresses security of the Communication Center, to include:

### **I. Bullets**

- A. Authorized personnel;
- B. Backup resources; and
- C. Antennas and power sources.

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

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Observation of restricted access and security measures.

### **III. Required References**

### **IV. Assessor Guidelines**

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

A locked door is not required by this standard.



## **25.02**

A written directive establishes procedures for handling calls received through text telephone(s) (*TTY*) or Telecommunications Relay Services (*TRS*)

### **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**

## **25.03M**

A written directive requires the agency to maintain a continuous recording of radio transmissions and incoming and outgoing emergency telephone conversations and establishes procedures for:

### **I. Bullets**

- A. Maintaining the recordings for 30 days;
- B. Secure handling and storage for recordings;
- C. Criteria and procedures for reviewing recorded conversations.

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

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Observation of continuous recording system, 30-day recordings, and secure storage.

### **III. Required References**

Florida Statute 934.03(2)(g)2  
GS1-SL #335

### **IV. Assessor Guidelines**

Be careful of direct connect phones in the communications center; ensure they are not being used for dispatching (unless center is equipped to automatically record direct connect communications) and would not present any situations when an unrecorded emergency telephone conversation might occur.

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

The law does not in any way preclude dispatchers from calling numbers other than the incoming number when necessary to provide assistance or to send out police protection; the call simply may not be recorded without the consent of the person being called.

**25.04M**

The communications center has the ability to immediately playback radio and emergency telephone conversations.

**I. Bullets****II. Proofs of Compliance**

- Observation of playback function.

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

**25.05M**

A written directive establishes procedures for handling misdirected emergency calls, and hang up emergency calls.

**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**

## **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;
- D. Telephone numbers of emergency service agencies; and
- E. 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**

## **25.07**

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

### **I. Bullets**

- A. Fire suppression equipment;
- B. Environmental and human services;
- C. Ambulances;
- D. Aircraft;
- E. Wreckers;
- F. Taxis; and
- G. 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**

**25.08M - Deleted**

## **25.09M**

A written directive establishes procedures for radio communications to and from field members, to include:

### **I. Bullets**

- A. Specification of the circumstances requiring radio communications by members;
- B. Documenting initial status and any change in status;
- C. The methods used for identifying members during radio transmissions;
- D. Communication with interacting agencies;
- E. Criteria for the assignment of the number of members in response to an incident; and
- F. Guidelines for verifying member status after an established period of time has elapsed without contact.

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

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- List of members' identification numbers. (Qty initial: 1) (Qty Reaccred: 1)
- Observation of member status system.

### **III. Required References**

### **IV. Assessor Guidelines**

Ensure guidelines are in place for the duration of the shift, to include "in-between" calls for service or other activity.

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



## **25.10M**

The agency has an emergency power source to ensure continuity of service to the Communications Center. Documented testing occurs monthly or in conformance with manufacturer recommendations.

### **I. Bullets**

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

- Observation of equipment
- Test log or self-test printout (Qty initial: 3) (Qty Reaccred: 1 each year)
- Manufacturer recommendations. (Qty initial: 1) (Qty Reaccred: 1)

### **III. Required References**

### **IV. Assessor Guidelines**

If logs or printouts are not possible, compliance may be proven through interviews.

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

**25.11M**

If the agency authorizes emergency first-aid instruction over the telephone or radio, employees are trained and have immediate access to approved emergency medical guidelines or materials.

**I. Bullets****II. Proofs of Compliance**

- Proof of training. (Qty initial: 3) (Qty Reaccred: 1 each year)
- Observation of emergency medical guidelines.

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

**25.12M**

A written directive establishes procedures for obtaining interpretation services for non-English speakers.

**I. Bullets****II. Proofs of Compliance**

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

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**

## **25.13M**

If the agency has a training program for 911 *Public Safety Telecommunicator* certification, a written directive requires:

### **I. Bullets**

- A. Personnel providing training have been 911 Public Safety Telecommunicator certified by the Department of Health; and
- B. Curriculum has been approved by DOH.

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

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- DOH certification. (Qty initial: 1) (Qty Reaccred: 1)
- DOH approval of current curriculum. (Qty initial: 1) (Qty Reaccred: 1)
- Staff interviews.

### **III. Required References**

Florida Statute 401.465

### **IV. Assessor Guidelines**

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

**25.14M**

All 911 Public Safety Telecommunicators are certified/recertified through the Department of Health.

**I. Bullets****II. Proofs of Compliance**

- 911 Public Safety Telecommunicators' certifications. (Qty Initial: 3) (Qty Reaccred: 3)

**III. Required References**

Florida Statute 401.465

**IV. Assessor Guidelines****V. Accreditation Manager Notes**

## **25.15M**

A written directive addresses the certification of *911 Public Safety Telecommunicator* trainees, to include the following:

### **I. Bullets**

- A. Must work under the direct supervision of a certified 911 Public Safety Telecommunicator;
- B. Must complete an approved training program; and
- C. Must achieve certification within 12 months of assignment.

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

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Documentation of assignment. (Qty initial: 3) (Qty Reaccred: 3)
- 911 Public Safety Telecommunicator certification of trainers (Qty initial: 3) (Qty Reaccred: 3)

### **III. Required References**

Florida Statute 401.465

### **IV. Assessor Guidelines**

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

**25.16**

A written directive establishes procedures for obtaining the services of *qualified interpreter(s)* for the deaf and hearing impaired.

**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**

**25.17M**

The agency has 24-hour two-way radio capability providing continuous communication between a communications center and on-duty field personnel.

**I. Bullets****II. Proofs of Compliance**

- Observation of continuous communication system.
- Communications shift schedule showing 24-hour availability. (Qty Initial: 1) (Qty Reaccred: 1)

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**



## CHAPTER 26

### Records

These standards address field reporting and the central records *function* to include computer systems and electronic records. The standards are principally concerned with the administration of the central records activities and do not address the secondary records activities attendant to other functions or components within the agency (such as training records, internal affairs records, etc.).

#### **26.01M**

A written directive establishes the central records *function* and procedures for:

#### **I. Bullets**

- A. Report accountability;
- B. Records maintenance; and
- C. Records retrieval.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of the central records system
- Interviews

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

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

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

## **26.02M**

A written directive establishes procedures and authority for report distribution:

### **I. Bullets**

- A. Within the agency;
- B. To organizations outside the agency; and
- C. When a public records request is received.

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

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

### **III. Required References**

Chapter 119 Florida Statutes

### **IV. Assessor Guidelines**

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

## **26.03M**

A written directive establishes measures to ensure the privacy and security of the central records area, to include:

### **I. Bullets**

- A. Restricted access; and
- B. Restricted viewing of files and computer monitors.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of records area and related security.
- Interviews.

### **III. Required References**

### **IV. Assessor Guidelines**

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

## **26.04M**

If the agency uses a computerized central records system, a written directive establishes procedures for:

### **I. Bullets**

- A. Safeguarding against unauthorized attempts to access, alter, remove, disclose or destroy stored information;
- B. Computer files maintenance, backup, and retention; and
- C. Removal of unauthorized personnel within a specified timeframe.

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

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred:1)
- Observation of computer security system.
- Documentation of personnel removal. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interviews.

### **III. Required References**

### **IV. Assessor Guidelines**

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

## **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**

## **26.06M**

If an agency is responsible for maintaining a warrant and wanted persons file, a written directive establishes procedures, to include:

### **I. Bullets**

- A. Criteria for entering information into state and federal information systems;
- B. Criteria for receiving information from other jurisdictions;
- C. Verifying information;
- D. Canceling information; and
- E. 24-hour access to warrants.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of process for entering and canceling information in the state and federal information systems.
- Observation of 24-hour access to warrants.

### **III. Required References**

CJIS Manual

### **IV. Assessor Guidelines**

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

## **26.07M**

Fingerprint records and photographs of juveniles taken into custody must be maintained separately and marked "Juvenile Confidential" unless not required by Florida law.

### **I. Bullets**

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

- Observation of files.

### **III. Required References**

Florida Statute 985.11

### **IV. Assessor Guidelines**

If a juvenile commits a crime that is not a felony or a misdemeanor listed by FS 985.11 and photographs or fingerprints are taken, the photographs and fingerprints must be marked "Juvenile Confidential" and placed in a separate file so they are not accidentally disclosed to the public. A juvenile who has committed multiple crimes may require multiple files. Although good business practice, this standard does not require the physical separation of juvenile files from adult files.

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

**26.08**

A written directive establishes procedures for the collection, dissemination, and retention of agency records pertaining to juveniles.

**I. Bullets****II. Proofs of Compliance**

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

**III. Required References**

GS2 Items #32, #130, #209, #114

Florida Statutes 985.11, 119.07

**IV. Assessor Guidelines****V. Accreditation Manager Notes**



## **26.09M**

A written directive establishes an incident reporting system to include:

### **I. Bullets**

- A. Guidelines for when reports must be written;
- B. Forms to be used;
- C. Information required;
- D. Procedures for completing incident reports;
- E. Procedures for submitting and processing incident reports; and
- F. Documented supervisory review.

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

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of supervisory review. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Report writing manuals, if used (Qty Initial: 1) (Qty Reaccred: 1)

### **III. Required References**

### **IV. Assessor Guidelines**

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

## **CHAPTER 27**

### **Evidence**

These standards address procedures for the proper identification, collection and preservation of evidence.

#### **27.01M**

A written directive specifies procedures for collecting and processing physical evidence to include.

#### **I. Bullets**

- A. Preserving the condition of evidence during and after collection;
- B. Preventing contamination of evidence;
- C. Obtaining sufficient samples;
- D. Using proper containers for liquids;
- E. Preservation and timely delivery of blood and other perishable evidence to the laboratory or to refrigerated storage;
- F. Drying of wet evidence; and
- G. Sealing, marking, and labeling.

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

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of evidence processing and packaging work areas.
- Interviews

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

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

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

FDLE Evidence Manual may be used as a written directive.

Work areas should include the ability to secure evidence during processing for maintaining chain of custody.

## **27.02M**

A written directive specifies procedures for recording the chain of custody to include:

### **I. Bullets**

- A. Date, time, and method of transfer;
- B. Receiving person's name and responsibility;
- C. Reason for the transfer;
- D. Name and location of the laboratory, synopsis of the event, and examinations desired; and
- E. Date and time of receipt in the laboratory.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed evidence recording document (property receipt) (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Laboratory analysis request form. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Observation of chain of custody procedures.

### **III. Required References**

### **IV. Assessor Guidelines**

Chain of custody documentation may be in electronic form.

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

## **27.03M**

If the agency has designated specialists to perform crime scene evidence processing, they:

### **I. Bullets**

- A. Are available on a 24-hour basis to process a crime scene; and
- B. Will receive *specialized training* and periodic refresher training in the equipment, computer programs and techniques used by the agency.

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

- Documentation of specialized training. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of periodic refresher training. (Qty Initial: 1) (Qty Reaccred: 1)
- Job descriptions (Qty Initial: 1) (Qty Reaccred: 1)
- Duty rosters (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews
- Memorandum of Understanding, if applicable (Qty Initial: 1) (Qty Reaccred: 1)

### **III. Required References**

### **IV. Assessor Guidelines**

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

**27.04M - DELETED**

**27.05M - Deleted**

## **27.06M**

Access to evidence areas is controlled to prevent the alteration, unauthorized removal, theft, or other compromise of evidence stored by the agency and to maintain chain of custody.

### **I. Bullets**

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

- Observation of controlled access

### **III. Required References**

### **IV. Assessor Guidelines**

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

Ensure there is a physical barrier above any drop ceiling with direct access to the evidence storage area.

**27.07M**

A written directive establishes procedures for the acceptance and release of narcotics, including quantity control and packaging inspections.

**I. Bullets****II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of the packaging system.
- Completed property receipt for narcotics. (Qty Initial: 1) (Qty Reaccred: 1 each year)

**III. Required References****IV. Assessor Guidelines****V. Accreditation Manager Notes**



## **27.08M**

The agency has refrigerated storage for perishable items of evidence; and includes:

### **I. Bullets**

- A. Security; and
- B. Provisions for maintaining the integrity of evidence in the event of power outage.

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

- Observation of refrigerated storage
- Interviews

### **III. Required References**

### **IV. Assessor Guidelines**

Location of the refrigerator within the facility should be considered to determine if additional security is required. If separate lock boxes are used, they must be secured inside the refrigerator.

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

## **27.09M**

A written directive outlines procedures for the secure storage of evidence when the evidence room is closed or not accessible by end of tour of duty, to include refrigerated storage.

### **I. Bullets**

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

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of secure temporary storage areas.

### **III. Required References**

### **IV. Assessor Guidelines**

Assessors will verify security in temporary storage areas for all types of property.

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

## **27.10M**

The agency has an evidence records system which provides the following information:

### **I. Bullets**

- A. Current location of evidence;
- B. Date and time evidence was received/released;
- C. Description of the evidence; and
- D. Chain of custody from time of receipt until final disposition.

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

- Evidence records. (Qty Initial: 1) (Qty Reaccred: 1)
- Computer printouts. (Qty Initial: 1) (Qty Reaccred: 1)

### **III. Required References**

### **IV. Assessor Guidelines**

If the system is electronic, compliance may be proven through observation only.

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

## **27.11 M**

If the agency utilizes *mobile evidence storage units* for temporary evidence storage, a written directive addresses the following:

### **I. Bullets**

- A. Security provisions;
- B. Time limits for storage;
- C. Types of evidence stored;
- D. Approval authority; and
- E. Training and appointment of temporary evidence custodians.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of secure mobile evidence storage units.
- Training documentation. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Approval documentation. (Qty Initial: 1) (Qty Reaccred: 1 each year)

### **III. Required References**

### **IV. Assessor Guidelines**

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

**27.12M - DELETED**

## **27.13M**

A written directive states evidence custodians are accountable for all evidence within their control, and addresses the following:

### **I. Bullets**

- A. An annual examination of conformance with agency controls, policies and procedures, of the evidence function, is conducted by a member not routinely or directly connected with control of evidence;
- B. An unannounced inspection, which consists of a review of evidence storage areas for organization and orderliness, is conducted as directed by the agency's CEO;
- C. An annual inventory, which consists of a full or partial accounting, as defined by the agency, of evidence is conducted by the evidence custodian or designee and a designee of the CEO not routinely or directly connected with control of evidence;
- D. Follow-up investigative procedures for lost, missing, or stolen 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)

### **III. Required References**

### **IV. Assessor Guidelines**

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

Agency policy for inventory must specify amounts or percentages.

Elements of the standard may be conducted concurrently with property functions, but must be documented as separate functions.

## **27.14M**

A written directive addresses the submission of evidence collected in sexual offense investigations for processing, and includes:

### **I. Bullets**

- A. A requirement for such evidence to be submitted within 30 days after receipt, or request by individuals identified in Florida Statute to have it tested;
- B. Informing the victim of the purpose of submitting evidence for testing;
- C. Informing the victim of the right to request testing by a law enforcement agency that collects other DNA evidence associated with the sexual offense if a kit is not collected; and
- D. Storage in a secure, environmentally safe manner until the prosecuting agency has approved its destruction.

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

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of storage.
- Observation of method for informing victims.
- Interviews.

### **III. Required References**

Florida Statute 943.326

### **IV. Assessor Guidelines**

This standard does not apply to sexual assault kits collected from non-reporting victims.

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

Elements for additional notifications may be included in victim/witness rights documents.

## **27.15M**

A directive outlines procedures for evidence held by the agency to include:

### **I. Bullets**

- A. Logging into agency records within a specified timeframe;
- B. Placing under the evidence function before the officer's tour of duty ends;
- C. Exceptional circumstances that allow items to be secured and submitted after the officer's tour of duty, with documented supervisory approval;
- D. A description of each item and the circumstances it came into the agency's possession;
- E. Guidelines for packaging and labeling prior to submission;
- F. Extra security measures for handling exceptional, valuable, or sensitive items; i.e. currency, precious metals, jewelry, weapons, and drugs;
- G. Efforts to identify and notify the owner or custodian; and
- H. Procedures for release of evidence.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed receipt. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Observation of logs.
- Observation of secured areas.
- Observation of packaging and labeling.
- Documentation of notification. (Qty Initial: 1 each) (Qty Reaccred: 3)
- Documentation of supervisory approval for exceptional circumstances. (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews.

### **III. Required References**

### **IV. Assessor Guidelines**

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

Agency policy for inventory must specify amounts or percentages.



## **27.16M**

If the agency has designated specialists to perform crash scene evidence processing, they:

### **I. Bullets**

- A. Are available on a 24-hour basis to process a crash scene; and
- B. Will receive *specialized training* and periodic refresher training in the equipment, computer programs and techniques used by the agency.

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

- Documentation of specialized training. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of periodic refresher training. (Qty Initial: 1) (Qty Reaccred: 1)
- Job descriptions (Qty Initial: 1) (Qty Reaccred: 1)
- Duty rosters (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews
- Memorandum of Understanding, if applicable (Qty Initial: 1) (Qty Reaccred: 1)

### **III. Required References**

### **IV. Assessor Guidelines**

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

## CHAPTER 28

### Property

These standards address identifying, labeling, recording, and maintaining found, recovered, or non-evidentiary property in the custody of the agency. These standards do not apply to agency-owned property, which is addressed in Chapter 5.

#### 28.01M

A written directive outlines procedures for property held by the agency to include:

#### I. Bullets

- A. Logging into agency records within a specified timeframe;
- B. Placing under the property function before the officer's tour of duty ends;
- C. Exceptional circumstances that allow items to be secured and submitted after the officer's tour of duty, with documented supervisory approval;
- D. A description of each item and the circumstances it came into the agency's possession;
- E. Guidelines for packaging and labeling prior to submission;
- F. Extra security measures for handling exceptional, valuable, or sensitive items; i.e. currency, precious metals, jewelry, weapons, and drugs;
- G. Efforts to identify and notify the owner or custodian; and
- H. Procedures for release of property.

#### II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed property receipt. (Qty Initial: 1) (Qty 1 each year)
- Observation of logs.
- Observation of secured areas.
- Observation of packaging and labeling.
- Documentation of notification. (Qty Initial: 1 each) (Qty Reaccred: 3)
- Documentation of supervisory approval for exceptional circumstances. (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews.

#### III. Required References

#### IV. Assessor Guidelines

#### V. Accreditation Manager Notes

## **28.02M**

A written directive states property custodians are accountable for all property within their control, and addresses the following:

### **I. Bullets**

- A. An annual examination of conformance with agency controls, policies and procedures, of the property function, is conducted by a member not routinely or directly connected with control of property;
- B. An unannounced inspection, which consists of a review of property storage areas for organization and orderliness, is conducted as directed by the agency's CEO;
- C. An annual inventory, which consists of a full or partial accounting, as defined by the agency, of property is conducted by the property custodian or designee and a designee of the CEO not routinely or directly connected with control of property;
- D. Follow-up investigative procedures for lost, missing, or stolen property; 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)

### **III. Required References**

### **IV. Assessor Guidelines**

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

Agency policy for inventory must specify amounts or percentages.

Elements of the standard may be conducted concurrently with evidence functions, but must be documented as separate functions.

**28.03M**

A written directive addresses security of the property areas, to include authorized personnel.

**I. Bullets****II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of the secured areas.

**III. Required References****IV. Assessor Guidelines**

Verify security of all property areas (bike racks, off-site storage, etc.)

**V. Accreditation Manager Notes**

## **28.04M**

The agency has a property records system which provides the following information:

### **I. Bullets**

- A. Current location of property;
- B. Date and time property was received/released;
- C. Description of the property; and
- D. Chain of custody from time of receipt until final disposition.

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

- Property records. (Qty Initial: 1) (Qty Reaccred: 1)
- Computer printouts. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of system

### **III. Required References**

### **IV. Assessor Guidelines**

If the system is electronic, compliance may be proven through observation only.

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

**28.05M - DELETED**

## **CHAPTER 29**

### **Infectious Diseases**

Agencies must ensure that members who are in high-risk exposure occupations have the necessary understanding and equipment to limit exposures. These precautions serve to protect agency members and the general public.

#### **29.01M**

The agency has an *Exposure Control Plan* mandating a *Universal Precautions* philosophy available to all members containing the following:

#### **I. Bullets**

- A. A current list of all agency-identified job classifications where occupational exposure to potentially infectious materials is anticipated;
- B. Personal Protective Equipment, including use, accessibility, cleaning, laundering or disposal, and replacement;
- C. Procedures to ensure the work environment is clean and sanitary and decontaminated after contact with blood or other potentially infectious materials;
- D. Regulated waste discarding and containment, to include proper disposal of sharps;
- E. Procedures for laundering contaminated uniforms and personal clothing;
- F. Exposure treatment;
- G. Labels and signs communicating hazards to members; and
- H. A requirement for a documented annual review of the exposure control plan.

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

- Exposure Control Plan. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of availability of plan.
- Worker's compensation "First Report of Injury" form. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Proof of initial distribution and replacement of Personal Protective Equipment. (Qty Initial: 1) (Qty Reaccred: 3)
- Documentation of disposal of hazardous materials. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Observation of sharps container, biohazard waste bags, etc.
- Documentation of annual review. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interviews.

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

29 C.F.R. 1910.1030(b)

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

If the plan is not incorporated in the agency's policy manual, assessors will verify availability.

Assessors will verify accessibility to PPE.

Check for decontamination supplies.

Assessors will verify proper disposal containers.

Documentation of a third party agreement or invoice from a waste management contractor.

**V. Accreditation Manager Notes**



## **29.02M**

The agency provides Infectious Disease training for all members who have *occupational exposure* prior to assignment where risk of occupational exposure may occur, which includes the following:

### **I. Bullets**

- A. The agency's Exposure Control Plan;
- B. The basic description, symptoms, and the modes of transmissions of infectious diseases;
- C. The use and limitations of methods that will prevent or reduce exposure, including personal protective equipment;
- D. Information about the agency's hepatitis B vaccination program;
- E. The *Universal Precautions* philosophy;
- F. Procedures to follow if an exposure occurs, including reporting requirements and medical follow-up;
- G. The signs, labels, and color coding identifying biohazardous waste;
- H. The agency's biohazardous waste disposal procedures;
- I. Point of contact for questions; and
- J. Annual refresher training.

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

- Lesson plan (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of training at time of initial assignment. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of annual refresher training (Qty Initial: 1) (Qty Reaccred: 1 each year)

### **III. Required References**

CFR 1910.1030

### **IV. Assessor Guidelines**

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

Proofs for training should include various job classifications.

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

## **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 will sign an acknowledgement of declination 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 reasonable time and place; and
- E. Vaccinations are provided by a Licensed Healthcare Professional.

### **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)
- Declination of participation. (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**

### **IV. Assessor Guidelines**

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

Proofs must show compliance from various job classifications.

## **CHAPTER 30**

### **Forfeitures**

These standards ensure that the agency has procedures for seizing contraband and personal property. The standards also address means of complying with the Florida Contraband Forfeiture Act.

#### **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.

### **30.02M**

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**

### **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**

## CHAPTER 31

### Interview Rooms

These standards apply to agencies that allow suspects, *detainees*, or *prisoners* to be placed in a room, space, or area for the purpose of conducting interviews. Physical needs of suspects, *detainees*, or *prisoners*; physical conditions of the designated areas; and security measures are addressed by this chapter. **Agencies that maintain *continuous supervision* as defined in the glossary are exempt from these standards.**

### **31.01M**

If an agency allows suspects, *detainees*, or *prisoners* to be secured in a designated area without *continuous supervision* by agency personnel, a written directive addresses the following:

#### **I. Bullets**

- A. Authorization for the use of the room, space, or area;
- B. Member accountability;
- C. Separation of females, males, and juveniles;
- D. Authorized temporary restraint devices, including, if allowed, securing to fixed objects designed for such use;
- E. Access to water, restrooms, and other needs;
- F. Safety considerations for objects contained in the room;
- G. Member contact at least every fifteen minutes; and
- H. Member training on the use of interview rooms.

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

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Training documentation (Qty Initial: 3) (Qty Reaccred: 3)
- Observation.
- Interviews.

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

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

A locked door does not make an interview room a holding area. The room's usage is the determining factor. Immediate response will be evaluated on a case-by-case basis with consideration given to time, distance and obstacles to overcome. Video monitoring can be used for continuous supervision only when the person watching the monitors is not distracted by other tasks and can immediately respond to intervene.

For juveniles, refer to Standard 16.03E.

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



## **31.02M**

A written directive addresses the following security measures within the interview room:

### **I. Bullets**

- A. Search of the suspects, detainees, or prisoners;
- B. Identification of person(s) authorized access;
- C. Control of lethal and less-lethal weapons;
- D. Escape prevention;
- E. Procedures for safeguarding the prisoner's/detainee's property;
- F. Control of the suspects, detainees, or prisoners during medical or other emergency situations;
- G. Plan for fire prevention, evacuation, and suppression;
- H. Panic or duress alarms; and
- I. Security inspections.

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of system to control weapons.
- Observation of evacuation plans and fire suppression equipment.
- Observation of panic or duress alarms.
- Interviews.

### **III. Required References**

### **IV. Assessor Guidelines**

This does not mandate the installation of lockboxes; rather the agency has the latitude to develop a system for controlling weapons that meets their needs.

Panic or duress alarms should provide agency members with appropriate response to emergencies occurring in interview rooms. This does not require the installation of specific alarm hardware, but can be accomplished using standard portable radios or pre-designated signals to communicate the need for immediate response.

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

## **CHAPTER 32**

### **Technology**

This chapter addresses the technological aspects of law enforcement equipment and techniques. These standards address operations, policy/procedure, security, and training.

#### **32.01**

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.

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

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

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

##### **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**

### **32.02M**

A written directive addresses the use of mobile recording devices, and includes the following:

#### **I. Bullets**

- A. Training;
- B. Criteria for activation;
- C. Restrictions.
- D. Documentation; and
- E. Data retention.

#### **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**

This standard applies to body worn cameras and in car cameras.

### **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 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**

### **32.04**

A written directive addresses the use of Automated License Plate Recognition Systems, and includes the following:

#### **I. Bullets**

- A. Training;
- B. Criteria for activation;
- C. Data sharing; and
- D. Retention of recordings.

#### **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**

## **32.05**

A written directive addresses the use of social media, and includes the following:

### **I. Bullets**

- A. Identification of member(s) for agency media maintenance;
- B. On-duty use of agency sites and devices;
- C. On-duty use of personal sites and devices; and
- D. Posting of agency activities to personal sites.

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

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

### **III. Required References**

### **IV. Assessor Guidelines**

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

## GLOSSARY

### **911 PUBLIC SAFETY TELECOMMUNICATOR**

A public safety dispatcher or 911 operator whose duties and responsibilities include the answering, receiving, transferring, and dispatching functions related to 911 calls; dispatching law enforcement officers, fire rescue services, emergency medical services, and other public safety services to the scene of an emergency; providing real-time information from federal, state, and local crime databases; or supervising or serving as the command officer to a person or persons having such duties and responsibilities.

### **ACCREDITATION**

The bestowing of credentials symbolizing approval from a professional organization upon practitioners or specific institutions. Complying with specific accepted standards established for an institution or occupation.

### **ACCREDITATION CYCLE**

For purposes of reaccreditation, the accreditation cycle is calculated from the most recent assessment date to the next assessment date.

### **ADMINISTRATIVE REVIEW**

A documented review of incidents or occurrences prepared by or for the CEO or designee. The frequency of reviews is outlined in individual standards. The review should indicate whether policy, training, equipment, or disciplinary issues should be addressed.

### **ANALYSIS**

Data presentation, identification of problem areas (if any), and recommendations.

### **ANNUAL**

An event occurring once every 12 months.

### **APPEAL**

A resort to a higher authority or greater power, as for sanction, corroboration, or a decision.

### **APPLICANT AGENCY**

An agency that has made application to the Commission for state accredited status.

### **AUDIT**

The examination of records and activities to ensure compliance with established controls, policies, and operational procedures, and to recommend any indicated changes.

### **AUXILIARY MEMBER**

Any sworn person employed or appointed, with or without compensation, who aids or assists a full-time or part-time law enforcement officer and who, while under the direct supervision of a full-time or part-time law enforcement officer, has the authority to arrest and perform law enforcement functions.

### **BIASED POLICING**

The inappropriate consideration of specified characteristics while enforcing the law or providing police services. Specified characteristics includes, but is not limited to, race, ethnic background, national origin, gender, gender identity, sexual orientation, religion, socioeconomic status, age, disability, political status, or any other legally protected characteristics.

<b>BIENNIAL</b>	An event that occurs every two years.
<b>BLOODBORNE PATHOGENS</b>	Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV) and Human Immunodeficiency Virus (HIV).
<b>CANDIDATE AGENCY</b>	An agency that has completed a successful assessment and is being reviewed by the Commission for accredited or reaccredited status.
<b>CEO</b>	Chief Executive Officer: the Sheriff, the Chief of Police, or the Director or Commissioner of a criminal justice entity.
<b>CFA</b>	The Commission for Florida Law Enforcement Accreditation, Inc.
<b>CIVILIAN MEMBER</b>	A full- or part-time person who is not certified and does not possess arrest powers.
<b>CJSTC</b>	The Criminal Justice Standards and Training Commission.
<b>CODE OF CONDUCT</b>	Specific guidelines for behavior, including prohibitions.
<b>COMMAND PROTOCOL</b>	Practice identified to ensure a continuation of supervision at all levels of the chain of command when vacancies or absence from duty exists.
<b>COMPLAINT</b>	An allegation of misconduct, violation of law or agency directives, against any member of the agency. This does not include a complainant's misunderstanding or disagreement with the application of law or agency policy or procedures.
<b>COMPONENT</b>	A subdivision of the agency, such as a division, bureau, section, unit, or position that is established to provide a specific function.
<b>CONCLUSIONS OF FACT</b>	Final determination about allegations based on investigative activities. Classifications of investigative findings may include exonerated, sustained, not sustained, unfounded, and policy failure.
<b>CONFIDENTIAL INFORMANT</b>	<p>A person who cooperates with a law enforcement agency confidentially in order to protect the person or the agency's intelligence gathering or investigative efforts and:</p> <ol style="list-style-type: none"> <li>1. Seeks to avoid arrest or prosecution for a crime, or mitigate punishment for a crime for which a sentence will be or has been imposed; and</li> <li>2. Is able, by reason of his or her familiarity or close association with suspected criminals, to: <ol style="list-style-type: none"> <li>a. Make a controlled buy or controlled sale of contraband, controlled substances, or other items that are material to a criminal investigation;</li> <li>b. Supply regular or constant information about suspected or actual criminal activities to a law enforcement agency; or</li> </ol> </li> </ol>



c. Otherwise provide information important to ongoing criminal intelligence gathering or criminal investigative efforts.

**CONDITIONAL STANDARDS**

Standards beginning with “If” refer to conditions that may render the standard Not Applicable.

**CONTINUOUS SUPERVISION**

Supervision by an agency member who has the authority and the responsibility to exercise control over a prisoner/detainee and can immediately intervene on behalf of the agency or prisoner/detainee. Video monitoring may be used only if immediate intervention can be accomplished.

**CRIMINAL HISTORIES**

A transcript of arrests for an individual usually identified by name, date of birth, or identification number.

**CRITERIA**

A standard, rule, or test on which a judgment or decision can be based.

**CURRICULUM**

A series of courses related to a specific kind of training program.

**DEADLY FORCE**

Force that is likely to cause death or great bodily harm and includes, but is not limited to: the firing of a firearm in the direction of the person to be arrested, even though no intent exists to kill or inflict great bodily harm; and the firing of a firearm at a vehicle in which the person to be arrested is riding. The terms deadly force and lethal force are considered synonymous and may be used interchangeably to meet the standards in this manual.

**DETAINEE**

Someone being held in custody or confinement (may be under physical restraint) See *prisoner* definition.

**EMERGENCY SITUATION**

An actual or potential condition that poses an immediate threat to life or property.

**EMOTIONAL STABILITY/  
PSYCHOLOGICAL FITNESS  
EXAMINATION**

Professional screening designed to identify behavior patterns and/or personality traits that may prove either detrimental or advantageous to successful job performance.

**EQUAL EMPLOYMENT  
OPPORTUNITY**

The providing of equal opportunities for employment and conditions of employment to all members regardless of race, creed, color, age, sex, religion, national origin, marital status, or physical impairment.

**EXPOSURE CONTROL PLAN**

A plan designed to eliminate or minimize member occupational exposure to potentially infectious materials.

**EXTRA-DUTY EMPLOYMENT**

Any secondary employment where the actual or potential use of law enforcement authority is a condition of employment.

<b>FIELD INTERVIEW</b>	The stopping and questioning of a person by a law enforcement officer because there is reasonable suspicion that the subject may have committed, may be committing, or may be about to commit a crime; believes the subject may be a hazard; or believes the interview may have a preventive effect.
<b>FIELD PERSONNEL</b>	Members who, by virtue of their assignment, have routine contact with the general public while not in a traditional office setting. Field personnel may include sworn or non-sworn members.
<b>FIELD TRAINING AND EVALUATION PROGRAM</b>	A structured and closely supervised agency training program provided for newly hired line personnel designed to facilitate the application of skills and knowledge obtained in the academy/classroom, or through their previous experience, to actual performance in on-the-job situations.
<b>FIELD TRAINING OFFICER</b>	An experienced or senior officer with specialized training who is responsible for the training and evaluation of newly hired line personnel.
<b>FUNCTION</b>	A general term for the required or expected activity of a person or an organizational component, e.g., patrol function, communication function.
<b>GENERAL ORDER</b>	Directives concerned with policy, rules, and procedures affecting more than one organizational component.
<b>GRIEVANCE</b>	Formal request in writing to resolve differences in identified matters due to an actual or supposed circumstance regarded as just cause for protest.
<b>GUIDELINES</b>	Statements or other indications of policy or procedure to determine a course of action.
<b>HIGH LIABILITY TOPICS</b>	CJSTC Basic Recruit High Liability topics: Law Enforcement Vehicle Operations, Firearms, Defensive Tactics, and First Aid for Criminal Justice Officers.
<b>HOLDING AREA</b>	Any locked area, space, or enclosure where a prisoner/detainee is placed to prohibit freedom of movement.
<b>INCIDENT COMMAND SYSTEM</b>	Command, control, and coordination of a response to organize the efforts of members and agencies as they work toward stabilizing an incident while protecting life, property, and the environment. There are five major components: command, planning, operations, logistics, and finance/administration.
<b>IN-SERVICE TRAINING</b>	Training received by agency members to enhance knowledge, skills, or abilities. This includes formal retraining, specialized, promotional, or advanced training. In-service training may also include less formal types of instruction, such as roll-call training.

<b>INDEPENDENT AUDIT</b>	A methodical examination and review conducted by an entity from outside the agency.
<b>INSPECTION</b>	The act or process of examining or looking at carefully.
<b>INTERNAL AFFAIRS INVESTIGATION</b>	A formal, detailed investigation of alleged misconduct, violation of law or agency directives or moral character violation as defined by CJSTC.
<b>INTERNAL AUDIT</b>	A methodical examination and review conducted by an entity within the agency but outside the chain of command of the unit to be audited.
<b>INVENTORY</b>	The act or process of cataloging through a full accounting of the quantity of goods or materials on hand, unless a standard specifically allows for a partial accounting.
<b>JOB DESCRIPTION</b>	An official written statement setting forth the duties and responsibilities of a job, and the skills, knowledge, and abilities necessary to perform it.
<b>JOB-RELATED</b>	Pertaining to tasks performed or functions required of a specific job classification.
<b>JOB TASK ANALYSIS</b>	A systematic examination of the functions and objectives of each job-related task to be performed as they relate to skills, knowledge, and abilities required to perform the tasks or duties of the job.
<b>LESS-LETHAL FORCE</b>	Force which is not likely to cause death or great bodily harm. The terms non-deadly force, less-than-lethal force and less-lethal force are considered synonymous and may be used interchangeably to meet the standards in this manual.
<b>LESSON PLAN</b>	A detailed format an instructor uses to conduct the course. A lesson plan may include: goals, specific subject matter, performance objectives, references, resources, and method of evaluating or testing students.
<b>LETHAL FORCE</b>	Force which is likely to cause death or great bodily harm and includes, but is not limited to: (1) The firing of a firearm in the direction of the person to be arrested, even though no intent exists to kill or inflict great bodily harm; and (2) The firing of a firearm at a vehicle in which the person to be arrested is riding. The terms deadly force and lethal force are considered synonymous and may be used interchangeably to meet the standards in this manual.
<b>LICENSED HEALTHCARE PROFESSIONAL</b>	A person whose legally permitted scope of practice allows him or her to independently administer the Hepatitis B vaccination.
<b>MANDATORY STANDARDS</b>	Standards that address life, health, and safety issues; legal matters; or essential law enforcement practices. Every agency is

required to meet all of these standards except those not applicable, or for which a waiver has been granted.

**MEDICAL CARE FACILITY**

Any hospital, office, mobile unit or other facility designed or utilized to provide immediate or ongoing medical treatment.

**MEMBER**

A generic term utilized in this manual to describe all agency personnel, including volunteers, auxiliary officers, and part-time personnel.

**MEMORANDUM**

An informal, written document that may or may not convey an order; it is generally used to clarify, inform, or inquire. Memoranda may be used for proofs of compliance.

**MOBILE EVIDENCE STORAGE UNIT**

A vehicle, equipped with a container bolted inside. The container shall be constructed of durable materials, and be secured with a locking device. The vehicle is equipped with an audible burglar alarm.

**NON-DEADLY FORCE**

Force which is not likely to cause death or great bodily harm. The terms non-deadly force, less-than-lethal force and less-lethal force are considered synonymous and may be used interchangeably to meet the standards in this manual.

**NOT APPLICABLE (N/A) STANDARDS**

Standards that address areas of responsibility or law enforcement practices for which the agency is not performing due to contracts, jurisdiction, or mutual aid agreements. The agency may not take essential law enforcement service standards as not applicable, e.g., communications, evidence collection. See *Conditional Standards* definition for additional information on non-applicability.

**OCCUPATIONAL EXPOSURE**

Reasonably anticipated contact with blood or other potentially infectious materials that may result from the performance of a member's duties.

**OFF-DUTY EMPLOYMENT**

Secondary employment which is not conditioned on the actual or potential use of law enforcement powers by an off-duty member.

**ORGANIZATIONAL COMPONENT**

A subdivision of the agency, such as a bureau, division, section, unit, or position that is established and staffed on a full-time basis to provide a specific function.

**OTHER-THAN-MANDATORY STANDARDS**

Standards that address important or desirable law enforcement practices. Every agency is required to meet at least 80 percent of these standards, except those which are not applicable.

**PART-TIME SWORN MEMBER**

Any sworn person employed or appointed less than full time, as defined by an employing agency, with or without compensation, who is vested with authority to bear arms and make arrests and whose primary responsibility is the prevention and detection of

crime or the enforcement of the penal, criminal, traffic, or highway laws of the state.

**PERFORMANCE OBJECTIVES**

Statements of operational behavior required for satisfactory performance of a task, the conditions under which the behavior is usually performed, and the criteria for satisfactory performance.

**PERIODIC**

Conducted or occurring at least every three years.

**PERSONAL PROTECTIVE EQUIPMENT**

Specialized clothing or equipment worn by a member for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be protective equipment.

**PLAN**

A detailed scheme, program, or method worked out beforehand for the accomplishment of an objective, proposed or tentative project, or goal. A plan may be a systematic arrangement of details, an outline, drawing or diagram.

**POLICY STATEMENT**

A broad statement of agency principles that provides a framework or philosophical basis for agency procedures.

**POSITION**

The duties and responsibilities assigned to one employee. A position may have functional responsibility for a single task or multiple tasks.

**POTENTIALLY INFECTIOUS MATERIALS**

Any human body fluid, tissue, or organ other than intact skin. Any biologic agent or other disease causing agent which upon exposure, ingestion, inhalation, or assimilation into any person, will or may reasonably be anticipated to cause disease or death.

**PRISONER**

Any person arrested and/or in custody of a law enforcement officer or agency. See *detainee* definition.

**PROCEDURE**

A manner of proceeding, a way of performing or effecting something, an act composed of steps, a course of action, a set of established forms or methods for conducting the affairs of the agency.

**PROCESS**

A series of actions, changes, or functions bringing about a result.

**PROFICIENCY**

As it relates to the carrying of firearms, means that an individual has shown an ability to utilize a firearm to an agency defined standard.

**PROOFS OF COMPLIANCE**

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

**PURSUIT**

An active attempt by a law enforcement officer in a motor vehicle to apprehend one or more occupants of another moving motor

vehicle, where the driver of the fleeing vehicle is aware of the attempt and is resisting apprehension.

**QUALIFICATION**

Qualify with agency approved firearm(s) on the CJSTC approved course of fire with skills documented on the Law Enforcement Officer Firearms Qualification Standard, form CJSCT-86A.

**QUALIFIED INTERPRETER**

A professional who facilitates communication between deaf and hearing individuals. A qualified interpreter is able to interpret effectively, accurately and impartially both receptively and expressively, using any necessary specialized vocabulary. The qualified interpreter has specialized training in interpreting from one language to another for example, American Sign Language [ASL] to English and English to ASL. Simply knowing both sign language and English does not qualify a person as an interpreter. The role of an interpreter is to accurately convey all messages between the individuals involved in the communication setting.

**RECRUITMENT ACTIVITIES**

Any activity or event utilized in seeking potentially qualified applicants for a particular position.

**RECRUITMENT LITERATURE**

Pamphlets, announcements, or any handout material used to seek qualified applicants for a particular position.

**RECRUITMENT PLAN**

A written plan outlining methods to be utilized for recruiting, hiring, and retaining qualified candidates.

**REGULATED WASTE**

Any potentially infectious materials or items believed to be contaminated with potentially infectious materials, including sharps.

**REGULAR CONTACT**

Sight and sound contact. Separation of prisoners/detainees, when required, shall permit no more than haphazard or accidental contact.

**REMEDIAL TRAINING**

Training conducted to correct an identified deficiency.

**RESTRAINING DEVICES**

Equipment used to restrict the movement of a prisoner/detainee.

**ROLL CALL TRAINING**

Short training or informational sessions held just prior to, or after, a member's tour of duty.

**RULES AND REGULATIONS**

Specific guidelines describing allowed and prohibited behavior, actions, or conduct.

**SELECTION CRITERIA**

The rules, standards, or requirements used to make a judgment concerning filling a specific position.

**SELECTION PROCESS**

The combination of elements and procedures utilized to make the final decision in filling a position.

**SEMI-ANNUAL**

Occurring or issued twice a year.

**SERVICE COMMUNITY**

Persons within the agency's jurisdictional responsibility.

**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.

**SEXUAL OFFENDER**

Refer to FS 943.0435 for definition.

**SEXUAL PREDATOR**

Refer to the Florida Sexual Predators Act in Chapter 775, FS for definition.

**SPECIAL EVENTS**

An activity that results in the need for control of traffic, crowds, or crime. Special events are normally time specific, short duration events, but may be extended over a longer period of time.

**SPECIALIZED TRAINING**

Training to enhance skills, knowledge, and abilities taught in either recruit or other in-service programs. Specialized training may address supervisory, management, and/or executive development training, or it may include technical and job specific subjects, e.g., homicide investigation, fingerprint examination, juvenile investigation.

**SPECIAL PURPOSE VEHICLE**

A vehicle used because of considerations of weather, terrain, or special operational needs, etc. Includes SWAT trucks, bomb disposal vehicles, mobile command posts, all-terrain vehicles (ATVs), personal watercraft, boats, aircraft, prisoner transport vehicles, motorcycles, bicycles, and animals.

**STANDARD OPERATING PROCEDURE**

A written directive which specifies how agency activities are carried out.

**SWORN MEMBER**

A member, as defined by statute, who is certified by CJSTC, possesses full law enforcement and arrest powers, and is employed either full- or part-time by a law enforcement agency. This member may or may not be compensated.

**TACTICAL TEAMS**

A select group of officers who are specially trained and equipped to handle high-risk incidents, e.g., snipers, barricaded persons, hostage takers, high risk warrant service. This does not include teams or units the primary purpose of which is to handle Haz-Mat, Hurricane/Disaster response or WMD incidents.

**TTY**

Text Telephone. A special device that allows people who are deaf, hard of hearing, or speech-impaired to use the telephone to communicate, by allowing them to type messages back and forth to one another instead of talking and listening. A TTY is required at both ends of the conversation in order to communicate.

<b>TRAFFIC CRASH DATA</b>	Information relating to traffic accidents which have occurred in the agency's jurisdiction, to include type of accident, time of day, location, contributing factors, and injuries.
<b>TRAFFIC ENFORCEMENT DATA</b>	Information relating to the agency's efforts toward traffic enforcement, which may include frequency and type of enforcement activity, types and numbers of citations/warnings at targeted locations, and results of selected patrols.
<b>TRS</b>	Telecommunications Relay Services. TRS permits persons with a hearing or speech disability to use the telephone system via a text telephone (TTY) or other device to call persons with or without such disabilities.
<b>UNIVERSAL PRECAUTIONS</b>	An approach to infection control where all human blood and certain human body fluids are treated as if infectious for Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and other bloodborne pathogens.
<b>UNLAWFUL HARRASSMENT</b>	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.
<b>VICTIM</b>	A person who suffers physical, financial, or emotional harm as the direct result a specified crime committed upon his or her person or property. The children, parents, or legal guardian of a homicide victim are also regarded as victims.
<b>VOLUNTEERS</b>	Unpaid members who perform tasks which do not require law enforcement certification.
<b>WITNESS</b>	A person having information or evidence relevant to a crime.
<b>WORK ENVIRONMENT</b>	Agency facilities and equipment where daily activities are conducted, to include office space, patrol vehicle, interview rooms, holding areas, etc.
<b>WRITTEN DIRECTIVE</b>	A written document used to guide the actions of members and establish agency policy and practices. Examples of written directives include, but are not limited to: policy statements, standard operating procedures, general orders, memoranda, union contracts, laws, written orders, instructional material.



## Michael Adkinson, Jr

Sheriff, Walton County Sheriff's Office, FL



**Sheriff Michael A. Adkinson, Jr.**, is a sixth generation native of Walton County and a 25 year law enforcement professional. Sheriff Adkinson holds a BA in Criminology from Florida State University and a Master's in Criminal Justice from St. Leo University. He has continued his criminal justice education by attending more than 2,000 hours of law enforcement training and is a past Commissioner for the Commission on Florida Law Enforcement Accreditation. He is the past President of the Florida Sheriff's Association and is a current member of the Board of Directors for the National Sheriff's Association. Additionally, Sheriff Adkinson is a member of the Florida Criminal Justice Executive Institute and Police Fellow at Radford University. Sheriff Adkinson has lectured at the university level on law enforcement issues. Prior to being elected as Sheriff, he served as the Chief of Police for the City of DeFuniak Springs.

In 2012, a team of state law enforcement assessors reviewing operations at the Sheriff's office reported that under Sheriff Adkinson's leadership the Walton County Sheriff's Office has become one of Florida's premier law enforcement agencies. The role of the Office the Sheriff has expanded over the last decade to encompass; 911 Communications, Law enforcement operations, Jail operations, Walton County Fire Rescue, State Child Protection Investigations and Animal Control

Sheriff Adkinson was first elected in 2008 and was re-elected in 2012, 2016 and again in 2020 with no opposition.

Sheriff Adkinson resides in Point Washington with his wife, Erin, and two daughters, Annabelle, and Ava. His wife owns and operates her own business.

Sheriff Adkinson is a committed supporter of Emerald Coast Type 1 and [JDRF \(Juvenile Diabetes Research Foundation\)](#). Both organizations are dedicated to supporting families and finding a cure for Type 1 Diabetes.

*(Please see attached Curriculum Vitae for professional and academic achievements)*

**Sheriff Michael Adkinson**  
**Walton County Sheriff's Office**  
**President's Commission on Law Enforcement and the Administration of Justice**  
**Accreditation Panel Hearing**  
**June 30, 2020**

As a past commissioner for the Florida Commission on law enforcement Accreditation I deeply appreciate the return on investment accreditation provides to the citizens we serve. Previous testimony has described accreditations in its mechanical form across multiple jurisdictions and I will not go into detail in that regard. However, it is important to provide the overall context for the status of accreditation nationwide. There are approximately 18,000 law enforcement agencies across the country of which approximately 838 have some form of accreditation. That is a staggeringly small number when we realize the depth and scope of what law enforcement is facing today. This effectively means that less than 1% of the nation's agencies are participating in the accreditation process. There are numerous reasons for an agency to work toward accreditation. I would like to highlight what I believe to be the most valuable to the people we serve as well as a critique of where we can improve. However, I must provide a note of caution that not all accreditation is created equal.

Accreditation provides a level of openness and transparency that is critical in building trust equity in our communities. Frankly, there cannot be a discrepancy between what we say we do and what we do. Publicly acknowledging best practices and telling people how we operate does not provide a challenge to officer safety which is so often cited as the reason many of our polices are kept private. To put this bluntly, if your agency allows the use of an air blocking restraint technique then not only should that be independently reviewed, but the public should be aware. In 2015, I had the opportunity to speak at the Florida A&M University (FAMU). FAMU is a historically black college where I was asked to speak with students in the weeks following the Ferguson Grand Jury report. It was an experience that has proved invaluable to me over the last few years. One of the central things I heard from numerous students was the question "why?" Why does law enforcement use this technique? Why this policy? Interestingly, many of the students agreed with the policy in question when they had the chance to understand them and see them in context. One student best encapsulated the collective frustration when he asked me; "Sheriff why doesn't anyone tell us this?" It was a great question and it lies at the heart of accreditation; do what you say you are going to do and be prepared to have your actions independently reviewed. Accreditation is one more avenue in which we can provide transparency to the public. Agency policies cannot be imposed on the public without being properly vetted and discussed in the public forum.

The Independent review provided by the Florida Accreditation Commission staff is imperative to the viability of an honest critique. In plain speak; agencies should not be able to assert pressure on the reviewing body. The strength of Florida's commission lies in its state charter and balanced

representation from multiple entities. This ensures that no one agency regardless of size and standing has undue influence on commission findings. As a commissioner, I witnessed agencies of all sizes be taken to task when appropriate. It was the candor and critique of the commission that allowed agencies to continue to provide quality, actionable items for them to use. It is a testament to that independence when you see Mayors, County Commissioners, Sheriffs and Police Chiefs appearing personally in front of the commission to guarantee corrective action when appropriate. To be clear I am speaking about how the commission operates in Florida. There are 47 states that have some form of state accreditation. They are not created equal and, in some instances, represent nominal oversight. By way of example, some states allow accreditation light where only 25 standards are reviewed, while hundreds more are not. This is simply not the same thing as a rigorous accreditation. It does not have to be that way and the first step to ensuring a quality product is to provide an independent body that does not have a financial interest to conduct the accreditation assessment. Accreditation at the state level is often resisted by agencies on the fallacy of cost. Good policy is never cost prohibitive; however bad policy is always so. It is not a question of cost, rather a question of will power. I would ask that this body consider recommending that states charter accreditation commissions through their state legislatures so to ensure independence and rigor. State commissions have the distinct advantage over national accreditation in that state specific laws and practices are accounted for and that standards reviewed are relevant.

Accreditation also serves as an incubator for best practices. During my time on the commission I had the opportunity listen to diverse organizations highlight innovative or reimagined practices that were tremendously successful. These programs were scalable and ranged from technical best practices to public programs designed to build on a currency of trust. By way of example, I would like to highlight two programs that I adopted from other agencies. The first is our early warning intervention policy. It is a policy designed around the fact that very few major breaches in training or officer action occur without indicators. Our belief is that by intervening early we may prevent future bad behavior thereby increasing the public trust as well as potentially correcting the officer's behavior before it evolves into something career ending. And when appropriate, it allows us the opportunity to suggest another career outside law enforcement. This policy works on the basic premise that somewhere in an officer's behavior there are signs prior to the major breach of conduct. For example, our policy requires that an officer receives three complaints of rudeness inside of year then they are referred to counseling and evaluation. Why rudeness? Essentially, we know that rudeness erodes trust from the public also, a rudeness complaint is one thing, but three separate people saying the same thing about an officer's conduct deserves further review. It denotes a pattern. There is no viable reason to allow an officer's conduct to go unchecked or uncorrected. This policy came from my time on the commission. The beauty is that now this policy is transparent to the public and the assessment teams make sure we are doing what we say we do.

Another such program is educational based discipline. It is a program adopted from a presentation made to the Harvard Kennedy School of Government and was authored by the Los Angeles county Sheriff's Office. This program dovetails with the early intervention policy in that it provides mechanisms for the officers to take ownership of their actions and then provides a path to improvement (this does not apply to moral turpitude issues). Officers have a chance to participate in a corrective plan that emphasizes where their deficiencies were and to take steps to correct them. The decision to participate is up to the officer and they may make the decision to opt for standard discipline. That choice alone tells us something. Our philosophy with this is simple; better not bitter. These two policies highlighted above would, had they been in place in Minneapolis and followed, provided the agency an improved opportunity for a different outcome.

Finally, I would point out that I am a strong proponent for the fundamental elements of work from Dr. W. Edward Deming and his philosophy of continuous improvement. Specifically, Dr. Deming's belief that "The prevailing style of management must undergo transformation. A system cannot understand itself. The transformation requires a view from the outside." This principle encapsulates the strength of a rigorous accreditation process. Accreditation provides the framework for continuous improvement through the promotion of best practices while simultaneously pointing out deficiencies in an organization's operation. We as a profession must be willing to have that honest self-evaluation and accreditation hold the mirror up to us so that we can accurately reflect on our operations. Similar to how a standards and training commission monitors officer conduct performance and training for individual law enforcement officers, accreditation should provide that same assistance to agencies.

### **Recommendations**

I would ask that the commission consider these specific recommendations:

- 1) The formation of state accreditation commissions chartered by their legislatures. And that these commissions be statutorily independent from any state association or individual agency. And that said commissions be representative of the full scope of stakeholders involved in the criminal justice system. This commission should have the ability to provide onsite assessment and guidance to those agencies who choose to participate in the process.
- 2) That said commission is not contingent on fees alone to fund their operation. Providing a fee-based system as a sole source of funding can create a perceived conflict of interest. This should be avoided at all cost.
- 3) That the initial formation of state standards be adopted based on acknowledged best practices and policies from existing organizations. And with a specific emphasis on early intervention programs.
- 4) That said policies adopted by accreditation commission be transparent to the public unless a specific identifiable risk to officer safety or the public is noted. In that case, those policies should be approved by the commission or judiciary for public record exemption.

- 5) That said commissions provide a resource to train agencies in the principles of continuous improvement and systems analysis.

These recommendations are minimum and broad-based in regard to accreditation and I realize that there is the concern of local budgets. However, as of this report there are currently 16 agencies operating under federal consent decrees and many others working under Department of Justice memorandums of understanding within DOJ's Collaborative Reform Initiative. I would suggest that the cost of continuing down the same path is more expensive and frankly untenable.

## Jeff Hughes

Chief, Brentwood Police Department, TN



Chief Hughes began his career with the Brentwood Police Department on February 1, 1986 and is now in his 35<sup>th</sup> year with the City of Brentwood. Chief Hughes has a total of 37 years Law Enforcement experience, having started his career with the Fairview Police Department in 1983. Chief Hughes is only the third Police Chief in the history of the Brentwood Police Department having succeeded Ricky Watson in January 2012. Prior experience with the Brentwood Police Department includes;

- Patrol Officer 1986 – 1990
- Criminal Investigations Sergeant 1990 – 2000
- Tech/Support Services Lieutenant 2000 – 2006
- Tech/Support Services Captain 2006 – 2010
- Assistant Chief of Police 2010 – 2012

Chief Hughes completed his undergraduate degree at Middle Tennessee State University in Criminal Justice and a minor in Psychology. Chief Hughes is also a graduate of the Southeastern Command and Leadership Academy at the University of Tennessee (Chattanooga). He is an active member and Past President of the Tennessee Association of Chiefs of Police (TACP) and the International Association of Chiefs of Police (IACP). He also currently serves as the Legislative Chair for the TACP and very involved in his community.

The Brentwood Police Department has been accredited through the Commission on Accreditation for Law Enforcement Agencies since 1989 and also accredited through the Tennessee Law Enforcement Accreditation Program with the Tennessee Association of Chiefs of Police since 2015. Chief Hughes is a former Accreditation Manager, serves as a TLEA Assessor and instructor, and is on the TACP Professional Standards Committee. Chief Hughes was instrumental in developing “sample” polices for all Police Chiefs and their agencies in Tennessee through an initiative of the Tennessee Association of Chiefs of Police.



Jeff Hughes

Chief of Police

Brentwood Police Department

June 28, 2020

Prepared For:

President's Commission on Law Enforcement and Administration of Justice



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My name is Jeff Hughes. I am a 36-year Police veteran and I currently serve as the Chief of Police in Brentwood Tennessee. The Brentwood Police Department has been certified in accreditation through the Commission on Accreditation for Law Enforcement Agencies (CALEA) since 1989 and through the Tennessee Association of Chiefs of Police (TLEA) since 2015. My testimony, herein, represents my personal experiences with law enforcement accreditation as an Accreditation Manger and Chief of Police. Likewise, my testimony is representative of my involvement in the Tennessee Law Enforcement Accreditation program managed by the Tennessee Association of Chiefs of Police. I am a Past President and the current Legislative Chair for the TACP. I also serve on the Professional Standards Committee and I am active in TLEA program. I was instrumental in developing “sample” policies that meet state accreditation standards and I am an instructor for the TLEA program accreditation managers and assessors. Legally sound and current policies are made available to all police chiefs at no cost.

I appreciate the opportunity to testify before this Commission and discuss best practices, lessons learned, challenges, successful programs and initiatives, and innovative strategies to address and enhance law enforcement and the administration of justice as requested. My testimony will focus on Accreditation.

The delivery of police services should be based on “best practices” for the profession. Credentialing bodies maintain relevant and contemporary standards that guide agencies in developing policies and procedures by which they will be evaluated. These standards serve as tools for continuous organizational improvement, progressiveness, accountability and adherence to the constitutional protected rights of those we serve. This includes consideration for legal findings and updates, case law, emerging evidence-based practices and research, technological advancements, and the importance of ongoing community engagement. Credentialing bodies must involve law enforcement practitioners and other subject matter experts in developing and maintaining accreditation standards.

The accreditation process is a tool whereas agencies can demonstrate and be evaluated on compliance with the standards as set forth in the process. This involves the periodic review of an agency’s policies, practices, comprehensive reporting and analysis of agency data, such as “use of force” and “pursuits”. The review shall be conducted by an independent credentialing body to ensure the integrity of the process.

Accreditation programs consistently review and update their standards which helps prompt law enforcement agencies, as a best practice, to review their policies and training programs on a regular interval or when a situation or experience mandates it.

Agencies should continually assess and improve their policies and practices to ensure transparent, safe and accountable delivery of services to the community.

I support the **certification** of independent credentialing bodies but stress the importance that the composition of those bodies consist of practitioners in the profession, to include Law Enforcement organizations and other subject matter experts. Independent credentialing bodies ensure integrity and practitioners ensure relevance of the subject matter.

Accreditation is a strategic process of law enforcement agencies that institutionalizes industry best practices through the application of standards. Furthermore, it promotes community confidence in public safety through effective and judicious management principles. Benefits include:

- Development and implementation of sound policy and procedures
- Access to relevant data for sound decision making
- Alerts to emerging organizational trends and patterns
- Organizational culture of transparency and openness to inspection
- Development and delivery of contemporary training and equipment
- Scheduled reviews and audits to promote attentiveness to responsibilities
- Readiness for unusual occurrences and critical events
- Insurance premium discount per officer

There is significant value to acquiring certification, regardless of the credentialing body, not the least of which is a monetary savings on insurance premium discounts. However, in my opinion, it's much more than dollars and cents. It is about accountability to those you serve; it's about implementing sound policies on police powers such as "use of force", "vehicle pursuits", "search and seizure" and many more. It is about transparency with your community through comprehensive reporting and analysis in the delivery of your services and soliciting feedback from your community on policy development in some areas, as well as overall agency performance.

In Tennessee, there are two credentialing bodies that agencies can chose to pursue accreditation, those being the Commission on Accreditation for Law Enforcement Agencies (CALEA) or the Tennessee Association of Chiefs of Police (TLEA).

As the Brentwood Police Chief, I support certification through both credentialing bodies. All CALEA certified police agencies in Tennessee have dual certification through TLEA. The Tennessee Association of Chiefs of Police values our CALEA certified agencies as resource and profession mentors to agencies in the TLEA program. Hopefully, the collective participation of those dually certified agencies will emphasize the importance of TLEA and encourage agencies who cannot commit to CALEA to acquire state certification.

Comparisons between CALEA and TLEA.

CALEA	TLEA
<ul style="list-style-type: none"> <li>• Standards = 459</li> <li>• Initial Upfront Cost = \$11,450</li> <li>• Annual Cost for BPD = \$4,065</li> <li>• Standards include core performance plus other all-encompassing areas</li> <li>• Core Standards very similar</li> <li>• 501 (c) 3 nonprofit organization</li> <li>• Financial Benefit = \$100 per Officer reduction in Insurance Premium Discounts</li> </ul>	<ul style="list-style-type: none"> <li>• Standards = 164</li> <li>• Initial Upfront Cost = \$0</li> <li>• Annual Cost for BPD = \$1,150/\$525</li> <li>• Standards focus on core performance and state specific areas</li> <li>• Core Standards very similar</li> <li>• 501 (c) 3 nonprofit organization</li> <li>• Financial Benefit = \$100 per Officer reduction in Insurance Premium Discounts</li> </ul>

Both programs require agencies to commit funding and resources that take away from other essential services like staffing and training. The smaller the agency, the bigger the burden. Some agencies simply cannot afford cost and resources required to become a CALEA agency. For those agencies who do want to become certified, state credentialing is the more feasible route.

TLEA is administrated through the Tennessee Association of Chiefs of Police, a 501 (c) 3 nonprofit organization. Our association participates in a national coalition of state credentialing bodies that we refer to as AccredNET. Approximately 35 of 50 states participate in this coalition. Not all bodies are associated with their respective Law Enforcement Associations like here in Tennessee. Simply put, AccredNET is a network of state accrediting bodies. We meet once a year to discuss topical issues related to accreditation and to share best practices related to our respective programs.

Recommendations:

- Provide financial incentives to accredited agencies. Promote accreditation as the “carrot”, not the “stick”. Possible incentives for certification could be increased bond rating for cities/counties, grant opportunities, insurance premium discounts, or asset forfeiture funding opportunities. Accreditation should be affordable and attainable to all agencies, big and small. It should limit the financial burden and/or additional strain on agencies with limited resources. The availability of funding for agencies to add an accreditation manager to oversee the process should be a consideration. Agencies should not have to cut training or other line items to fund accreditation.
- Certify credentialing bodies. The U.S. Attorney General should certify reputable credentialing bodies that agencies can look to in becoming accredited. There is a necessity for universal norms in promulgating core standards through credentialing

bodies on topical issues such as “use of force”, “de-escalation tactics”, “duty to intervene”, among others. Standards should mandate policies in these areas.

- Create a “use of force database”. Credentialing bodies shall require “use of force” reporting on every incident. They also require an annual analysis of policies and practices related to “use of force”. Mandate that all agencies report “use of force” data to a national database for factual reference/inspection. This could be reported through state systems such as TIBRS (in Tennessee) and then funneled to NIBRS.
- Credentialing bodies mandate standards specific to “selection processes” and “background investigations”. To improve hiring practices in law enforcement and require strict background investigations on police applicants, agencies should be mandated to report and use a national decertification database. Utilizing a national database of decertified officers based on specific standards of conduct should preclude terminated officers, or officers who resign while under investigation, from moving one agency to another, in or out of state.

## Tim Bourgeois

Executive Director, Michigan Commission on Law Enforcement Standards, MI



In January 2018, Tim Bourgeois began serving as the executive director of the Michigan Commission on Law Enforcement Standards. He retired from the Township of Kalamazoo (Michigan) police department on December 31, 2017 after 41 years of service. Tim served the department as a cadet, dispatcher, police officer, undercover narcotics detective, patrol sergeant, detective sergeant, and detective lieutenant, captain of operations and since 2003 as its chief of police.

Tim is a past president of the Michigan Association of Chiefs of Police and served on several boards and commissions in the criminal justice arena. While chief, he also held four gubernatorial appointments: to the Council on Law Enforcement and Reinvention; the Michigan Intelligence Operations Center for Homeland Security; the Mental Health Diversion Council and the Michigan Commission on Law Enforcement Standards.

Tim has taught at both the graduate and undergraduate levels as well as at professional development and leadership seminars.

Tim has an Associate's of Applied Science degree in Law Enforcement from Kalamazoo Valley Community College; a Bachelor of Arts in Public Service Administration degree from Siena Heights College and a Masters of Public Administration degree from Western Michigan University. He is a graduate of the Kalamazoo Regional Training Academy and the 187<sup>th</sup> session of the FBI National Academy.



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS  
LANSING

TIMOTHY BOURGEOIS  
EXECUTIVE DIRECTOR

**June 30, 2020**  
**Testimony of Timothy S. Bourgeois before the**  
**Presidential Commission on Law Enforcement and Administration**

Good afternoon, Chair Keith, Vice Chair Sullivan, and members of the Commission. It is indeed my honor and privilege to testify before this Commission as it goes about its important work.

My name is Tim Bourgeois. I have served as the executive director of the Michigan Commission on Law Enforcement Standards (MCOLES) for the past two- and one-half years. Prior to my appointment, I served in a local law enforcement agency for 41 years, leading it for just under my final 15 years there. During that time, I was incredibly fortunate to have had a wide variety of experiences, educational opportunities, and appointments both inside and outside of the department, including as a gubernatorially appointed MCOLES commissioner. I say that not in an effort to impress, but rather to help you understand the influences that shape my perspectives regarding the practicalities of professional law enforcement today and how it is impacted by other parts of the criminal justice system, behavioral health, substance abuse, resource availability and inequities in our society.

Our specific focus today is on models for accreditation and standards in law enforcement. These two topics are the fundamental pillars to enhancing the law enforcement profession. If you will indulge me, I would like to address them in reverse order.

MCOLES, like many state-level police officer standards and training (POST) organizations in our country, is in the law enforcement standards business. One of MCOLES's primary duties is to research, develop, implement, and enforce statewide mandatory standards for the selection, employment, training, licensing, retention, and revocation of law enforcement officers. There are over 19,000 licensed officers and 584 law enforcement agencies in Michigan.

Those standards are developed through a rigorous process that includes a job task analysis, foundational research of peer reviewed literature, examining best practices from around the country, the empanelment of subject matter experts and a legal review to produce a standard that is appropriate, effective in its intended purpose, valid and legally defensible. The importance of such standards cannot be overstated. Law enforcement, like any other profession, must require its practitioners to hold each

Chief David Molloy, Chair • Sheriff Timothy Donnellon, Vice Chair • Col. Joseph M. Gasper • Tpr. Nate Johnson • Dep. Matthew Hartig  
Mr. Michael Wendling • Mr. David Tanay representing Attorney General Dana Nessel • Officer Linda Broden • Chief Karianne Thomas  
Mr. Arthur Weiss • Chief James Craig represented by Asst. Chief James White • Mr. Tom Adams • Officer Michael Kunath  
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other mutually accountable for a high level of professionalism, ethical conduct, and continual self-improvement.

I belong to the [International Association of Directors of Law Enforcement Standards and Training](#) (IADLEST), a professional organization comprised of POST directors, training directors and associated professionals from all 50 states and 13 other countries. Upon joining, I immediately noticed each state's POST, or the law enforcement regulatory entity in each state, has a different level of statutory authority and funding regarding professional regulation, to include basic (academy) and advanced (in-service) training requirements.

**My first recommendation for your consideration is to support the development of nationwide minimum standards for the selection, employment, training, licensing, retention, and revocation of law enforcement officers and incentivize their adoption by the states.** The public has the right to expect the same fundamental level of professional knowledge, expertise, and conduct from law enforcement officers regardless of where they are in our country. I would differentiate this idea from a model for the national control of state and local law enforcement. Such standards must allow for the individuality and uniqueness of the various states but must provide the basic framework and a minimum foundation. An organization such as IADLEST would perhaps be ideally suited to this task.

Key in this discussion is funding. Policy is operationalized only through the provision of the necessary resources. Funding for law enforcement standards and training was already insufficient and has now been made exponentially worse due to the novel coronavirus COVID-19 pandemic. Michigan is predicting a \$6 billion shortfall in revenue over the next year and a half and other states are similarly situated. The resources of the federal government are necessary to incentivize the adoption of such standards.

A few key areas for consideration in national standards should include, but not be limited to:

- **Screening standards** for selecting applicants for law enforcement positions including education, medical and non-medical standards, psychological fitness suitability, physical preparedness, and character fitness.
  - Perhaps one of the most important screening tools is a comprehensive background investigation conducted by a specifically trained background investigator.
- **Allow full access to all state and federal criminal justice information systems and data bases by state POSTs and/or those state agencies responsible for the licensing or certification of law enforcement officers to screen applicants.** This will require modifying the verbiage of **§28 CFR 20.3(b)**. I believe the public would be extremely concerned to know that currently, not all candidates for law enforcement academies, particularly pre-service (not employed) candidates, are fully screened against all data bases. This is because POSTs are not recognized as criminal justice agencies and the inquiry is treated as a licensing inquiry, not the screening of a law enforcement officer. Licensing for law enforcement is different than licensing for other professions and needs to be treated as such. The tremendous power entrusted to officers and the high-risk knowledge, skills and abilities required to do the job correctly demands nothing less. Ensuring individuals who are prohibited from possessing firearms and ammunition, as well as those who do not meet the legal or character standards for

employment are not allowed into law enforcement training academies should be the first critical screening step.

- **Standards for a national decertification/license revocation index with mandatory reporting**, including voluntary relinquishment of a license in lieu of other sanctions. IADLEST has run the [National Decertification Index \(NDI\)](#) for over 20 years, with 28,420 actions voluntarily reported by 45 POST or law enforcement regulatory agencies. All that is it lacking is a mandate for its use. In addition to requiring thorough background investigations, the existence of such an index would help ensure problem officers do not simply move to other states. I would also encourage the Commission to consider Michigan's [PA 128 of 2017, the Law Enforcement Separation of Service Record Act](#). In addition to mandated separation reports submitted to MCOLES, this Act requires an agency to create a record that clearly states the reason(s) and circumstances surrounding a licensed officer's separation from employment. It also requires an agency who wishes to re-hire a separated officer to attest receipt of those records when seeking to have their law enforcement licensed reactivated. The purpose of the Act was to eliminate the possibility of a separation for misconduct being kept secret through a non-disclosure agreement.
- **Minimum standards for continuing professional education** for law enforcement officers to retain their certification/license. Such standards vary widely across the states, ranging from no in-service training requirement to several hours per year. The constantly changing knowledge, skills, and abilities (KNAs) a law enforcement officer must possess is truly expansive. That those KNAs must be used to make split second, life or death decisions, often under incredibly stressful circumstances, make this even more important. To expect that performance without regular, effective training is illogical at best and a recipe for disaster at worst. I know of no other profession that would expect a period of initial training and whatever ad-hoc updates came along would suffice for a 10, 20 or 30+ year career. Once again, funding is a key. Training does not always have to be conducted in day-long, sessions requiring positions to be backfilled. I am reminded of retired Captain Gordon Graham of the California Highway Patrol, a noted expert in police training and risk management. His "Every Day Is A Training Day" mantra promoted daily 10-15-minute presentations suitable for rollcall (or perhaps in today's environment, electronically delivered) that helps keep key, high-risk policy and skills constantly refreshed and renewed.
- **Standards for physical readiness**, as well as medical and emotional health care for officers. Law enforcement is a physically and emotionally demanding profession. Assistance in maintaining physical readiness makes sense. In addition to the toxicity officers often face, the need to deliver 24/7/365 service in a world that traditionally works 8-5 means adequate sleep for officers can easily become an issue. Lack of sleep has been demonstrated to impair cognitive performance in addition to be detrimental to good health. A rested, physically fit officer is better equipped to make critical decisions. Fitness contributes to better physical and emotional health. It is well documented that law enforcement officers have higher rates of suicide and divorce and are more susceptible to alcohol and substance abuse than the general population. As a group, they also have a shorter life expectancy. In addition to the ethical



obligation we have to care for those who protect and serve us, it also makes sense from an operational and financial perspective.

- **Standards for recruiting and community engagement.** Ideally, law enforcement officers come from the community they serve. The various strategies around community policing and procedural justice necessitate a close and genuine trust factor of the community in the police and the police in the community. Due to the socio-economic challenges people of color disproportionately have as a group, a lack of resources and opportunity to obtain the education and training necessary to enter the profession can inadvertently exclude the very groups law enforcement seeks to recruit. Standards and financial resources that would enable universal employment of recruits while training would be of great assistance in this regard.

**My second recommendation for your consideration is to support the development of nationwide basic standards for law enforcement agencies, POST agencies and training academies and incentivize their adoption.**

Well run accreditation programs are a proven way to ensure policies and practices are practical, effective, and up to date. In short, it helps ensure best practices are in use. They improve service and reduce liability.

IADLEST has an excellent voluntary [accreditation program for POSTs and law enforcement training academies](#) that I would commend for your study. In my experience, the biggest roadblock to greater participation in this program is simply the lack of the financial and staff time necessary to devote to this process.

There are also several national and state-level law enforcement agency accreditation programs currently in existence. I will take the opportunity to highlight one such state level program with which I am familiar, the Michigan Law Enforcement Accreditation Program (MLEAP). Following a presentation at the International Association of Chiefs of Police's (IACP) State Associations of Chiefs of Police (SACOP) work group, Michigan Association of Chiefs of Police (MACP) executive director Robert Stevenson brought the idea of an affordable, effective state level accreditation agency accreditation process to Michigan. The concept was enthusiastically supported by the MACP executive board. The New Jersey Association of Chiefs of Police generously shared their time, expertise, and experience with their own highly successful program. Once accreditation standards were approved by the MACP Executive Board, MLEAP was created in 2016 to carry out the implementation.

To date, 23 Michigan law enforcement agencies have been accredited and 5 more are pending final approval in September. An additional 32 agencies are in the process. Significantly, the Michigan Sheriff's Association (MSA) has recently joined this effort to offer accreditation to its 83 sheriff's offices. There are currently 108 standards and on average it takes an agency 1.5 years to complete the process. MLEAC offers a professional and reasonably attainable process of accreditation for agencies of all sizes. MLEAC is a member of AccredNet, a national federation of state law enforcement accreditation entities that provides guidance, advocacy, and support for its members.

Once again, the primary barrier to agencies who want to seek accreditation is insufficient resources to commit the staff time and expense necessary to complete the process. As with many of the other topics

I have discussed, the lack of resources creates an inability to provide the change these professionals seek, and the public expects. Incentivizing this process may be the best way to take advantage of the efforts which have already been invested.

### **Closing**

Members of the Commission, I sincerely thank you for your hard work to improve our profession. As you know, professional law enforcement is critical to the operation of our society as we strive to live up to the ideals expressed in our Constitution and allow each citizen the opportunity to fully exercise their rights. The hallmark of professionalism is the continuous pursuit of improvement to achieve excellence.

While there are those who seek to reduce funding for law enforcement, I believe exactly to opposite is required. That is not to suggest there are other programs services and entities worthy of funding. However, law enforcement cannot make the changes it seeks, and the public demands without adequate resources. Those resources must also come with strict accountability for their effective use.

Lastly, I believe there must be a realistic expectation of what law enforcement can and cannot do. While it plays a vital role in society, law enforcement by itself cannot alone redress all societal inequities. To adequately address those issues, many more need to be at the table.

## Vince Niski

Chief, Colorado Springs Police Department, CO



Chief Niski joined the Colorado Springs Police Department in February of 1989. After working in Patrol, he was assigned as an instructor at the Training Academy as well as a detective in the Metro Vice, Narcotics and Intelligence Division. Following his promotion to the rank of Sergeant in 1997, he served as a supervisor in the Gold Hill Division, DUI Unit and Metro VNI upon his promotion to Lieutenant in 2007, he worked as a Shift Lieutenant in Patrol and was later assigned as the Patrol Support Section Lieutenant in the Specialized Enforcement Division. He was promoted to Commander in 2011 and was assigned to the Stetson Hills Division until being promoted to Deputy Chief in

March of 2012. Serving as the Deputy Chief of both the Operations Support Bureau and Patrol Operations Bureau, he was appointed the Chief of Police in February 2019.

Chief Niski holds a Bachelor of Arts Degree from the University of Northern Colorado. He is a graduate of the Center for Creative Leadership and the Police Executive Research Forum's Senior Management Institute for Police.

**Vincent Niski**  
**Chief of Police**  
**Colorado Springs Police Department**  
**Accreditation**  
**June 29, 2020**

Accreditation allows us to evaluate our policies and practices against national standards developed by a group with diverse professional backgrounds. There are a number of benefits my department has found in using accreditation as a business model.

Generally, what we know about how well accreditation works is based on anecdotal and testimonial information, not empirical research findings. Although it isn't easily quantified, we know that our continuous accreditation process is one factor that is used to evaluate the professionalism of our department in civil actions. This is in part because of the accreditation focus on principles of constitutional policing.

One aspect of our accreditation process that I find especially beneficial is the emphasis on self-assessment and improvement during the period leading up to the outside review and assessment by CALEA. In comparing this to the value of a point-in-time audit of police operations, for example, the ongoing self-assessment allows us to focus on continuous improvement. It provides structure and direction to a process of proactively reviewing and improving our policies and procedures. This self-assessment process also allows for greater internal buy-in to the accreditation process, which is important for organizational change.

One example of how we have used the accreditation process is in our pursuit policy. There is a standard that requires us to do an annual analysis of pursuits, with recommendations for how that analysis may impact policy, training, and equipment. This analysis several years ago led us to conclude that we needed to reconsider our pursuit policy, and as a result, we now have a more conservative policy than we previously did in this high risk and liability area.

My department has voluntarily opened itself up to this independent, outside scrutiny for nearly 30 years.

**Recommendation 1: Focus standards and credentialing on the most important policing issues to make it feasible for a larger percentage of law enforcement agencies to participate.**

From my perspective, a credentialing program cannot be one size fits all for every policing practice for every agency. For example, at my agency, we participate in a level of accreditation that focuses mainly on core policing issues. CALEA explains this set of standards focus on "best practices related to life, health, and safety

procedures...considered foundational for contemporary law enforcement agencies.” I would say if national standards are established for law enforcement agencies, they should focus on high impact, high risk, and high liability policing actions, including, but not limited to, use of force, pursuits, internal investigations, addressing active threats, holding facilities, and covert operations.

The accreditation process is a lot of work, and not all agencies have the resources to employ an accreditation coordinator as my agency does. In many agencies of various sizes, establishing and proving compliance with a large number of standards rather than the “foundational standards” would require pulling police officers from operational duties, and could negatively impact community responsiveness.

**Recommendation 2: Develop standards in a manner that allows for community differences in expectations of a local police department.**

There are no two communities that are the same, and while there are core standards that must be included in our policies and training, the manner in which we do that has to allow us to take into account our unique community. It would be a mistake to use a credentialing process to force agencies to adopt specific, boilerplate policies, procedures, and training. Rather, a credentialing process should specify the framework for a compliant policy or practice, and then allow the agency to develop how they will implement that policy or training.

An example of this approach can be found in a standard related to accepting citizen complaints. The standard requires a written directive that all complaints against the agency or its employees be investigated, to include anonymous complaints. Another standard in that same section requires that we make public the procedures to make a complaint against the agency or its employees. The precise manner in which those procedures are made public requires an understanding of the local community and its expectations for all the ways a person could use to register a complaint. For example, in a community that struggles with fast, affordable internet service, only making those procedures available on a website does not meet the needs of the community.

**Recommendation 3: Mandatory standards must be grounded in the United States Constitution and case law, and should be informed by scientifically valid evidence of effectiveness.**

I don't believe that law enforcement should be required in every instance to adopt policies and practices that are stricter or more punitive than what is required by case law. No longer is the liability analysis whether an officer violated established statutory or constitutional rights; in my state, for example, officers are no longer afforded qualified immunity. It is important that policy mandates beyond what the law requires are carefully scrutinized before they are codified in standards.

One example of what I'm concerned about is how the argument that force must be "proportional" is being used to promulgate expectations and laws that place public perception at the forefront of decisions about whether force was excessive. Of course I believe that officers should consider the totality of circumstances facing them in a situation and continually assess the correct type and amount of force they should be using throughout the encounter. However, I don't believe the standard for holding officers criminally and personally liable, or for judging the validity of police policies, should be beyond that of our nation's highest court.

Additionally, although I am a practitioner and not an academic, at a bare minimum, law enforcement agencies should not be mandated to adopt practices that are beyond case law where there are significant gaps in our knowledge about what works and what doesn't to produce desired outcomes.

**Recommendation 4: Perfection cannot be the expected outcome of accreditation, and having identified areas of improvement should not trigger federal oversight of an agency.**

We had policies and practices in place that largely met CALEA standards before we became accredited in 1991. All the law enforcement agencies I know do. Accreditation is in many cases a confirmation of the professionalism of agencies, while also offering many opportunities for improvement. We have never had a CALEA assessment with no recommendations or requirements for improvement, and I don't personally know of any agency that has. I think this speaks to the validity of this voluntary oversight by independent third parties. This is a learning process, an improvement process. It should not be a punitive process. Federal oversight of law enforcement agencies should be reserved for those agencies whose practices rise to the level of violating people's rights under federal law.

**Recommendation 5: Consider offering a robust and easily accessible grant funding program for agencies to become voluntarily accredited.**

In my agency, the hard costs of accreditation are about \$100,000 annually, including the salary and benefits of our civilian accreditation coordinator and the fee paid to the accrediting body. Particularly in uncertain times for local agencies due to decreased revenue and calls across the country to reduce or eliminate police funding, it is important that accreditation be financially within reach for agencies. When forced to choose, agencies will undoubtedly prioritize immediate needs over accreditation. A grant program that is easy to apply for and administer awards under would be ideal in this situation. The same agencies that do not have accreditation staff also may not have professional grant writing or grant administration staff who can navigate the challenges of federal grant programs.

**Recommendation 6: Actively solicit the perspectives of line level officers and first line supervisors in the development of standards and recommendations for law enforcement.**

I commend you for selecting Sergeant Smallwood as a Commissioner. Police officers and sergeants who have recent, relevant law enforcement operational experience offer a critical perspective that should be intentionally included in decisions about policing. I would recommend that these voices always have a seat at the table, and that the experiences of law enforcement officers in non-urban settings be considered alongside those who work in larger agencies and communities.