

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



**STANDARDS MANUAL
EDITION 4.0.30**

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 and is the current version of the Florida Standards Manual.

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

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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 fourth 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 that fourth 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

All Florida law enforcement agencies are state accredited.

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APPLYING TO THE COMMISSION

Agencies wishing to participate in the accreditation process must complete the application form and survey, found in Appendix F and G, and submit them to the Commission for approval. Commission staff will send the agency two copies of the accreditation agreement for execution and an invoice for the accreditation fees. Accreditation fees are based on the number of authorized full-time sworn law enforcement personnel, (do not include corrections certified or other certified personnel serving in a corrections function).

Number of Sworn Positions	Full Compliance Fee	Comparative Compliance Fee
9 or less	Donation	Donation
10 - 24	\$450.00	\$300.00
25 - 99	\$900.00	\$600.00
100 - 299	\$1,800.00	\$1,200.00
300 - 499	\$3,000.00	\$1,800.00
Over 500	\$3,900.00	\$2,400.00

The applicant agency is responsible for assessment costs for assessors to include overnight accommodations, per diem (applicant agency's rates, at a minimum); and mileage at the applicant agency's rate, if the assessor uses his personal vehicle.

PROGRAM DEVELOPMENT

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. The movement by law enforcement professionals to create accrediting bodies is in response to a need to ensure the public that quality services are delivered in accordance with recognized and accepted standards.

Representatives from FSA and FPCA developed an accreditation program, modeled after the national accreditation program, which requires compliance with more than 260 professional standards designed specifically for Florida law enforcement agencies. These standards are practical, easily understood, and achievable even for the smallest law enforcement agency. The program was designed with consideration for the following goals:

- to establish and maintain standards that represent current professional law enforcement practices;
- to increase effectiveness and efficiency in the delivery of law enforcement services;
- to establish standards that address and reduce liability for the agency and its members;
- to establish standards that make an agency and its personnel accountable to the constituency they serve; and
- to implement a Florida accreditation program that establishes standards which do not conflict with national standards.

A feasibility study and status report was 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 Commission for Florida Law Enforcement Accreditation, Inc. and established the overall framework for its operation.

THE COMMISSION

The Commission for Florida Law Enforcement Accreditation, Inc. was established by charter December 13, 1994 and incorporated on February 9, 1995. It is an independent, tax-exempt, not-for-profit corporation designated as the accrediting body for Florida law enforcement agencies and Inspectors General Offices. The Commission's purpose is to establish a program for accreditation that can be achieved by all Florida law enforcement agencies and IG Offices. The Commission is comprised of thirteen volunteer members:

- four sheriffs appointed by the Florida Sheriffs Association;
- four police chiefs appointed by the Florida Police Chiefs Association;
- an executive from the State Law Enforcement Chiefs Association;
- a representative appointed by the Florida League of Cities;
- a county commissioner appointed by the Florida Association of Counties;
- an appellate or circuit court judge appointed by the Florida Supreme Court; and
- an Inspector General appointed by the Florida Chief Inspector General.

The Commission, in cooperation with the Florida Department of Law Enforcement and the Florida Corrections Accreditation Commission, appoints the executive director, who manages the staff and the accreditation program. 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 staff supports agencies working toward accreditation or reaccreditation, oversees the assessment process, coordinates Commission review, and handles the Commission's business matters.

PROGRAM OVERVIEW

The Commission offers two ways for a law enforcement agency to become state accredited. Agencies may choose to comply with all applicable state standards (full compliance) or, if the agency is currently nationally accredited through the Commission on Accreditation for Law Enforcement Agencies (CALEA®) Advanced Law Enforcement Accreditation program, may choose to comply with only the standards outlined as additional to the national process (comparative compliance).

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 twenty-four months to complete the self-assessment phase from the date the executive director signs the accreditation agreement.

AGENCY SELF-ASSESSMENT

During the self-assessment phase, the agency will review its policies, procedures, plans, training, and activities to be sure they comply with applicable standards. The agency may have to establish policies and develop procedures where none exist, or revise existing policies and procedures. Identifying what must be done to achieve and document compliance requires considerable effort and teamwork from all areas of the agency.

Accreditation Manager Selection/Responsibilities

The selection of an accreditation manager is critical to the agency's success in achieving accreditation. It is highly recommended that this person be assigned full-time to accreditation duties and for the duration of self-assessment. The accreditation manager is the person designated to direct and control the accreditation process. The manager will coordinate the efforts of components within the agency. Responsibilities will also include serving as liaison between the agency and Commission staff.

The person selected should have a thorough knowledge of the agency's rules, regulations, and policies and should be able to work well with all levels of supervision within the sworn and civilian rank structure. Accreditation Manager abilities and skills include:

- ✓ train and motivate others;

- ✓ ability to administer, plan, and organize a project;
- ✓ writing and editing skills; and
- ✓ initiative;

The accreditation manager is responsible for collecting the necessary documentation and preparing accreditation files. The Commission has computer software, which is designed to aid the accreditation manager in tracking and controlling this process. This web-based software has been developed specifically to help the accreditation manager maintain records of assignments, notations, due dates, progress summary reports, and other information essential to the accreditation process. Use of the Commission-approved software is required for all agencies.

Accreditation Training and Networking

The Commission offers accreditation manager and assessor training throughout the year. This training prepares students for managing the accreditation process and is highly recommended for all newly assigned personnel. Contact the Commission office for additional information about registration.

Training is also available through the Florida Police Accreditation Coalition, Inc. (FLA-PAC), which provides networking opportunities and access to experienced accreditation managers. Agencies are encouraged to join FLA-PAC and can obtain membership information from Commission staff or any FLA-PAC member.

Compliance File Construction

Proving compliance with the required number of applicable standards is the agency's responsibility. The agency must develop and compile proofs of compliance necessary for assessors to determine compliance. Agencies are urged to focus on documenting compliance by supplying written directives and other written documents. Interviews and observations may supplement written documentation and in some instances may serve as primary proofs of compliance.

Achieving compliance will involve creating electronic files for each standard. The agency must comply with 100 percent of the applicable mandatory standards and with at least 80 percent of the applicable other-than-mandatory standards.

File Organization

The agency must establish a separate file for each standard. Each file must include primary and secondary proofs of compliance, if applicable.

Primary proofs state that the agency performs the function described in the standard. Primary proofs may include agency general orders, special orders, standard operating procedures, policy manuals, ordinances, plans, rules, training directives, state laws, labor agreements, court orders, and memoranda that are binding on agency members.

Secondary proofs show by example the agency actually does the activity stated in the primary proof. Secondary proofs may include memoranda, newspaper articles, instructional material, and completed logs, rosters, evaluations, reports, and forms.

If only a portion of a document is relevant to the standard, highlight that part only by underlining it or by coloring it with a transparent marker. Some standards contain “bulleted” letters, each requiring its own proof of compliance, and a system must be created to distinguish the lettered items from one another. This may be accomplished by lettering and highlighting the relevant portion of the proofs of compliance. Only the sections of a document that serve as the proof should be numbered and/or highlighted.

The software will enable agency staff and assessors to quickly link a given standard, or portion of a standard, with the appropriate proof of compliance.

Commission assessors will ask questions of agency personnel and others who should have knowledge about the implementation of a standard or who are affected by a particular standard. An agency must indicate in the software whether compliance may or must be verified by interviews. When creating this type of proof, an agency must identify the person or persons to be interviewed, including name, rank, position or job title, and how the person can be contacted. To facilitate the assessment, an agency may wish to create a master list of key persons the assessors might interview.

FORMAL ASSESSMENT

When an agency completes the self-assessment phase and is ready for an onsite review it becomes a “candidate” agency.

Preparation

When the agency believes it is ready for a formal assessment, it is highly recommended that the accreditation manager arrange for a mock assessment. This is a trial run for the agency to discover any shortcomings and make adjustments and corrections prior to the formal assessment. It is most beneficial to the agency if the mock on-site follows the same format as the formal assessment (See Appendix C for recommended elements).

Selection of the mock assessment team is critical to the agency’s preparedness for its formal assessment. A mock process includes the following elements:

- complete review of every standard;
- facility assessment for standard compliance; and
- assessment conclusion phone call between Program Manager, Accreditation Manager, and Team Leader.

For initial accreditation, the accreditation manager must notify Commission staff once the agency has determined it can prove compliance with the requisite number of applicable standards. The program manager and the accreditation manager will agree upon an acceptable date. The agency will be required to submit the following to Commission staff prior to the assessment:

- self-assessment status report;
- community annual report, if available;
- written directive explaining the agency’s written directive system;
- maps with directions to the main facility and instructions on where to park;
- hotel accommodation information; and

Based upon the size and locations of the agency’s facilities, a full compliance assessment will normally require three days to complete. A comparative compliance assessment may require one to two days also based on logistics.

Special circumstances within the agency may also affect the length of an assessment.

The program managers will select a team of assessors with the level of experience and expertise required to fairly assess the agency. The number of assessors assigned to each on-site assessment varies according to agency need and type of assessment. Generally, three assessors are required for an assessment.

An agency pursuing full accreditation must issue a press release announcing its candidacy for accreditation at least 30 days prior to the assessment. The announcement must invite public comment and include the names of the members of the assessment team. The Commission's physical and email addresses and phone number must also be included. A sample press release is provided to the agency.

The candidate agency will coordinate travel arrangements with assigned assessors and send confirmation to the Commission staff. The candidate agency is responsible for meals, lodging, and mileage (if applicable) for all assessors at the candidate agency's rate. The candidate agency is responsible for reimbursement of travel mileage, if assessors use their personal vehicles. Reimbursement to the assessors will be provided in accordance with the candidate agency's policies. The candidate agency will reserve single occupancy rooms for each assessor and pay lodging costs directly, when possible. The candidate agency must be prepared to provide computers for the assessors' use during the assessment. The accreditation manager will notify the assessors of all travel arrangements prior to the assessment.

Activities

The sequence of activities occurring during an assessment should be well planned and anticipated by all participants. Major emphasis is given to the review of written documentation, personnel interviews, facility observations, and completion of paperwork.

Assessments will follow this general format:

- an initial interview with the CEO;
- a short agency orientation;
- review of all standards;
- personnel interviews;
- public information; and
- exit interview.

Entrance Interview

Entrance interviews will serve as an introduction between the assessors, CEO and agency staff. During this interview the team leader will explain the Commission's philosophy, describe assessors' backgrounds, and define procedures for conducting the assessment. An entrance interview is not mandatory for comparative compliance assessments, but is highly recommended and should be held upon agreement of the team leader and the candidate agency.

Agency Orientation

An agency orientation is conducted to familiarize the team with the agency's facilities and personnel. The orientation may include inspections of storage areas, equipment, and vehicles. A static display is not mandatory, but the agency may choose to have certain vehicles or equipment on display. Assessors will meet key people at the agency and return during the assessment for interviews.

For a comparative compliance assessment, a general orientation should be conducted to familiarize assessors with the organization and its operations. The

team leader will decide the areas of the agency to tour based upon a review of the annual report, organizational chart, or other information provided by the agency. When conducting a comparative compliance assessment, assessors will focus on standards previously identified in the standards manual.

Standards Review

Assessors will review every standard to establish conclusively the agency's compliance level. Agencies are urged to focus on documenting compliance by supplying written directives and other documents. Because proving compliance is the agency's responsibility, an agency should compile as many proofs as it believes are necessary for assessors to verify compliance. The Commission will be the final authority on standards applicability.

While the Commission presumes agencies operate in accordance with their written directives, assessors must verify this is the case. Therefore, assessors will interview agency personnel to ensure they are informed about the mandates of written directives. They will also observe the operations of the agency to verify compliance and will examine other provided materials that demonstrate conformity with written directives.

Where confidential or highly sensitive information such as internal affairs reports or records dealing with informants may be involved, the Commission may accept censored material as sufficient proof of compliance.

Remember, an agency's written directive proof of compliance is strengthened measurably when other supporting documentation is also provided.

Assessors may schedule "ride-alongs" to confirm compliance with applicable standards. Assessors will use their discretion to formulate questions or identify topics of discussion to help determine compliance.

The agency will be provided an opportunity to resolve problems discovered during the assessment, if practical and time permits. Additional paperwork may need to be submitted to the satisfaction of the team during the assessment or even after, but prior to Commission review. In extreme cases, a second assessment may be authorized, if needed. The Commission will make any decisions regarding follow-up visits at appropriate hearings.

The Commission has adopted a specific philosophy concerning comparative compliance assessments. Agencies currently accredited through CALEA's® Advanced Law Enforcement Accreditation are eligible to participate in the comparative compliance process. In order to be accredited with CFA, agencies accredited through CALEA's® basic accreditation process must participate in CFA's full compliance process.

The assessors conduct the comparative compliance assessment for eligible agencies under the assumption that the agency is in compliance with all CALEA® standards unless proven otherwise. Assessors will not review CALEA® files under normal conditions but, if an issue presents itself, assessors may investigate further to include a review of applicable CALEA® files.

The team could recommend a full compliance assessment if serious problems are uncovered during a comparative compliance assessment. This decision will be made by the full Commission after consultation with the team leader and review of the team's final written report.

Public Information

The agency must announce its candidacy for accreditation at least 30 days prior to the assessment. The press release must invite public comment and include the scheduled dates of the assessment. It also must include the Commission's address and phone number. Follow-up to correspondence, if required, is completed by assessors prior to the conclusion of the assessment when possible.

Exit Interview

At the conclusion of the assessment, the assessment team will conduct an exit interview with the CEO and any agency staff the CEO wishes to include. The team will relay their observations resulting from the assessment and notify the CEO of their intent to recommend or not recommend the candidate agency for accreditation or reaccreditation at the next general meeting.

Final Report

The Team Leader writes a report of their findings and submits it to Commission staff for processing. The report contains an overview of the agency, a synopsis of the team's activities, a discussion of the agency's compliance level with standards, a summary of corrective action, any work remaining to achieve full compliance, public information activities, and a recommendation to the Commission.

COMMISSION REVIEW

The Commission schedules three general meetings annually to conduct business and review agencies for accreditation and reaccreditation. Commission staff will process the assessors' findings report and forward a summary to the Commission for review. Agencies are reviewed in a panel committee format. One commissioner is assigned the responsibility to thoroughly review the report, and lead the review of that agency. During the committee review, any commissioner may ask questions or solicit comments from the CEO, team leader, or accreditation manager regarding the findings or agency operations. At the full Commission meeting, the Chair of the panel review committee will present the results to the Commission, and make a motion to the Commission regarding the agency's accredited status. Seven affirmative votes are required to grant the agency accredited status. If the agency is granted accredited status, the Commission will present a certificate to the CEO.

REACCREDITATION

Initial accreditation is valid for three years and annual reports are due each accreditation anniversary date. 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. The original accreditation file in the software should be maintained for historical purposes for three years and a new file will be created for the agency's reaccreditation assessment. The accreditation manager must maintain current additional proofs and required reports in the new accreditation file.

Proofs for a reaccreditation are required to show compliance from assessment to assessment.

Once the agency decides to commit to reaccreditation, the steps outlined in this process should be repeated. The assessment date for reaccreditation is governed by the date of the agency's initial accreditation. The reaccreditation assessment must be scheduled during the final year of the agency's current accreditation term. This will cause the Commission review to 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 compliance key. The standard statement is a declarative sentence that places a clear-cut requirement, or multiple requirements on the agency. Many statements require the development and implementation of written directives that articulate the agency’s policies, procedures, rules, and regulations. Other standards require an activity, a report, an inspection, equipment, or other action. The standard statement is binding on the agency.

Compliance keys are recommended means for the agency to demonstrate compliance with standards. The keys are not binding, but 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 agency’s statutory role, mission, or the functions performed by the agency. Applicant agencies 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, a standard may still apply. Standards are considered applicable if the function is an integral element for improving the delivery of law enforcement services or professional management of an agency. A number of standards begin with an “if” statement that indicates a conditional requirement. If the condition pertains to a function that does not apply 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.

Mandatory standards address life, health, and safety issues; legal matters; essential law enforcement practices; or conditions that reduce high liability exposure. These standards are denoted by the letter “M” placed immediately following the standard number. Every agency is required to meet all of these standards except those not applicable to the agency’s responsibilities.

If an agency is prevented from complying with an applicable mandatory standard due to circumstances beyond its control, e.g., 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 using the “Waiver Request Form” found in Appendix D of this manual. The Executive Director may grant a conditional approval, if appropriate. Then, during the agency’s assessment, assessors will verify the circumstances prohibiting compliance and document their findings in their final report to the Commission. The Commission will either grant a formal waiver or rescind its tentative waiver at the next general meeting. Obtaining a waiver can be a lengthy process, so as soon as the Accreditation Manager discovers a problem with a standard, he/she should call the assigned Program Manager to discuss it.

All remaining standards are “other-than-mandatory” and deal with important or desirable law enforcement practices. The agency seeking full compliance may select any of these standards to satisfy accreditation requirements but must comply with at least 80 percent of the applicable standards.

Phrases and terms that appear in italics denote glossary terms.

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.

The standards and the accreditation process are constantly under review and evaluation. Each agency self-assessment and formal assessment by Commission assessors brings the potential for change. This in no way suggests changes occur frivolously. Instead, healthy growth and adjustment to new and innovative improvements in law enforcement are welcomed and provisions for their inclusion in the state accreditation program are available.

Issues concerning the standards or process may surface from several sources, e.g., agency personnel, assessors, staff, Commissioners, or the general public. The Standards Revision Form, Appendix E, which is used to raise standard related issues, is sent to staff with a description of the problem and the suggestion for revision. If feasible, staff will resolve the issue or schedule the matter for action at the next Commission meeting. Copies are also available from CFA staff. The Standards Revision Form is only one means of surfacing issues and does not preclude an individual from raising pertinent issues directly with the Commission at any of its meetings.

For Standards requiring an interview, assessors should go straight to the source for verification, and interview appropriate personnel in their assigned work area. Interviews are meant to enhance file review and should be accomplished after reviewing the file.

If a written directive pertaining to a certain event or activity requires documentation, the documentation should be included in the file.

For standards requiring a written directive, documents required by agency policy will be included in the file.

Definitions:

3YD – refers to one example for each year, unless otherwise specified

Sampling – three examples

Sampling 3YD – one example for each year, with an additional two examples from the three-year reaccreditation cycle

Periodic – conducted or occurring at least every three years

For written reports required by standard or agency policy, use the following guidelines:

Report period	What you put in the file
Annual	one per year
Semiannual	one per year
Quarterly	two per year, consecutive, different quarters each year
Monthly	two per year, consecutive, different months each year
Weekly	two per year, consecutive, different weeks each year

For initial accreditation, proofs for existing policies should demonstrate compliance for the twelve month period prior to the onsite. Proofs for policies issued during the self-assessment phase should demonstrate compliance from the date of the policy.

For reaccreditation, proofs should reflect 3 years of compliance.

Sampling refers to what the AM puts in the file, random sampling refers to the Assessor going to look for samples in addition to those in the files.

Abbreviations used in the Review Method:

I	Interview
O	Observe
OE	Observe Equipment
OR	Random Observation
OS	Observe Security
OF	Observe Facility
OP	Observe Photograph

If the review method column is blank, compliance can be verified through file review.

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.

Standard			Review methods	Assessor Guidelines
1.01 The agency has a distributed or posted current table of organization, having routine updates as organizational changes occur.			OF	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Current organizational chart(s) showing <i>components/functions</i> .	1	3YD	For reaccreditation, only need 3YD if there have been organizational changes.	
Documented distribution of charts or observation of posted charts.	1	3YD		

CFA 3.0 – 1.01

Standard			Review methods	Assessor Guidelines
1.02 M A directive requires that each member be accountable to only one supervisor at any given time.				
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Written directive addressing elements of the standard.	1	1		

CFA 3.0 – 1.02M

Standard		Review methods	Assessor Guidelines
1.03 M	A directive establishes <i>command protocol</i> to clarify who is in charge for the following situations at a minimum:		
A.	In the absence of the <i>Chief Executive Officer</i> ,		
B.	In exceptional situations;		
C.	In situations involving personnel of different <i>functions</i> engaged in a single operation; and		
D.	In normal day-to-day agency operations.		
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
Documentation verifying chain of command for all elements of the standard.		1 per bullet	1 per bullet
		Accreditation Manager Notes	
		Proofs for reaccreditation should include documentation that shows "acting" CEO.	

CFA 3.0 – 1.03M

Standard		Review methods	Assessor Guidelines
1.04	If the agency has a strategic plan, it will include:		
a.	Long range goals and objectives;		
b.	A process for measuring achievement of goals; and		
c.	Provisions for a documented annual review of the plan.		
Compliance keys		Qty initial	Qty reaccred
Strategic plan.		1	1
Documentation demonstrating review.		1	3YD
		Accreditation Manager Notes	

New standard

Change notice 4.0.09 02/27/07
Change notice 4.0.16 07/01/09
Change notice 4.0.29 09/25/13

Standard		Assessor Guidelines	
1.05 A <i>written directive</i> describes <i>policy</i> regarding campaigning, lobbying, and political practices. This <i>policy</i> conforms to governmental statutes and regulations and is distributed to all <i>employees</i> .			
Proof(s) of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
<i>Written directive</i> addressing elements of the standard	1	1	F.S.

New standard

Change notice 4.0.29 09/25/13

CHAPTER 2

AUTHORITY

This chapter relates to defining the boundaries of power and discretion given to *members*. It encourages adherence to the oath of office and clearly specified ethical standards.

2.01M DELETED Change notice 4.0.07 06/07/06				

Standard			Review methods	Assessor Guidelines
2.02 M A directive requires all <i>sworn members</i> to abide by a code or canon of ethics, which the agency has adopted.				
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Written directive addressing elements of the standard.	1	1		
Code or canon of ethics.	1	1		

CFA 3.0 – 2.02M

Standard			Review methods	Assessor Guidelines
2.03 M The agency complies with Florida Statute requirements concerning strip and body cavity searches to include reporting requirements, if any.			I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Agency directive, if issued.	1	1		
Florida Statute 901.211.	1	1		
Written authorization of the supervising officer on duty.	1	Sampling 3YD		

CFA 3.0 – 2.03M

Change notice 4.0.18 02/03/2010

Standard		Review methods	Assessor Guidelines
2.04	A directive provides guidelines for using alternatives to arrest.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directives addressing elements of the standard.	1	1	Notice to Appear, Marchman Act, Baker Act, UTC, warning citations, dispute referrals, etc. Files need only prove compliance for adults.
Documentation verifying the use of alternatives to arrest.	1 each	1 each	Preference is within the last 6 months, but if none available, use reaccreditation period.

CFA 3.0 – 2.04

Standard		Review methods	Assessor Guidelines
2.05 M	A directive requires <i>members</i> to obey any lawful order of a superior, including any order relayed to the <i>member</i> by another <i>member</i> .		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 2.05M

Standard		Review methods	Assessor Guidelines
2.06 M	A directive describes <i>procedures a member</i> must follow when receiving conflicting or unlawful orders from supervisors.		Confirm directive addresses both conflicting and unlawful orders.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 2.06M

Standard		Review methods	Assessor Guidelines
2.07 M The agency has available to all <i>sworn members</i> laws and legal guidelines concerning the following:		I, O	Confirm availability of laws and legal guidelines by interviewing officers and observing available resources and receipts (if used). May be in electronic form.
A.	<i>Procedures</i> for arrest with or without a warrant;	O	
B.	Rights of <i>prisoners</i> ;	O	
C.	Search by consent;	O	
D.	Stop and frisk of an individual under circumstances where the officer has articulable reasons to fear his/her safety;	O	
E.	Search of a vehicle under a movable vehicle exception;	O	
F.	Search at the scene of a crime;	O	
G.	Exigent circumstances, as where the public safety is endangered;	O	
H.	Inventory searches of seized vehicles or other property; and	O	
I.	Other situations authorized by state and federal constitutional provisions.	O	Refers to recent state and federal case law on constitutional issues that affect current laws other than those in bullets A-H.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Observe Florida Statutes.			
Observe Law handbook.			
Observe Legal bulletins.			Refers to state and federal case law on constitutional issues that affect laws, which could be provided in legal or training bulletins.
Observe Training bulletins.			

CFA 3.0 – 2.07M

Change notice 4.0.18 02/03/2010

Change notice 4.0.21 02/03/2011

Standard		Review methods	Assessor Guidelines
2.08 M	The agency has a directive governing <i>bias-based profiling</i> following the guidelines outlined in Florida Statutes and, at a minimum, includes the following provisions:		
A.	A prohibition against bias based profiling in traffic contacts, field contacts, searches and seizures, and in asset seizure and forfeiture efforts;		
B.	Training agency enforcement personnel in bias based profiling issues including legal aspects; in accordance with CJSTC guidelines;		
C.	Corrective measures if bias based profiling occurs;		Assessors should ask if there have been any incidents that required corrective measures.
D.	Definitions to include bias based profiling and reasonable suspicion;		
E.	Traffic stop procedures;		
F.	Community education and awareness efforts;		
G.	A documented annual administrative review of agency practices involving bias-based profiling, to include areas of forfeitures, traffic stops, and seizures; and		
H.	Handling of complaints from the public.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Training documentation in accordance with CJSTC guidelines.	1	Sampling	
Florida Statutes 30.15 or 166.0493.	1	1	
Annual administrative review documentation.	1	3YD	
Sample of community education and awareness efforts.	1	1	
Documentation of corrective measures taken.	1	1	

CFA 3.0 – 22.05

Comparative Compliance Standard (bullets D, F)
 Change notice 4.0.14 10/08/2008
 Change notice 4.0.15 02/25/09
 Change notice 4.0.16 07/01/09
 Change notice 4.0.17 10/28/2009
 Change notice 4.0.18 02/03/2010
 Change notice 4.0.21 02/03/2011

2.09 - STANDARD DELETED				

Change notice 4.0.24 02/23/2012

Standard		Review methods	Assessor Guidelines
2.10 A directive establishes procedures for obtaining the services of <i>qualified interpreter(s)</i> for the deaf and hearing impaired.		I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

New standard

Comparative compliance
 Change notice 4.0.16 07/01/09
 Change notice 4.0.17 10/28/2009
 Change notice 4.0.30 02/06/2014

Standard		Review methods	Assessor Guidelines
2.11M The agency has a designated ADA coordinator in accordance with 28 C.F.R. 35.107.		I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
28 C.F.R. 35.107	1	1	
Documentation identifying the ADA Coordinator.	1	1	The ADA Coordinator may be within the jurisdiction of the agency.

New standard

Comparative compliance
 Change notice 4.0.17 10/28/2009
 Change notice 4.0.18 02/03/2010

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 and indexing system for written directives allow for greater understanding and accessibility. Input from all levels in developing written directives is encouraged and executive staff approval required. Regular review and updating of policies are required to keep written *procedures* current with practices.

Standard		Review methods	Assessor Guidelines	
3.01 M	The agency has a written directive system which includes:			
A.	A description of the format for each type of directive;			
B.	<i>Procedures</i> for numbering and revising directives, as appropriate;		Applies to formal directives, but may not be necessary for informal communications, such as memoranda or interoffice mails.	
C.	A system for keeping the directives current;			
D.	<i>Procedures</i> for staff review and/or approval of proposed policies, <i>procedures</i> , and <i>rules and regulations</i> prior to their promulgation;		Assessors should review additional examples. Assessors should be aware that staff approval prior to promulgation may not be an option with smaller agencies.	
E.	Identification of individuals or <i>positions</i> within the agency having authority to issue written directives:			
F.	<i>Procedures</i> for dissemination and receipt of new or revised directives within a specified timeframe; and	O, I		
G.	<i>Procedures</i> for storing and archiving agency directives.	O		
Compliance keys		Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.		1	1	
Examples of written directives used.		1 each type	1 each type	
Proof of review and/or approval process.		1 each type	1 each type	
Proof of receipt of new and revised written directives.		1 each type	1 each type	If the agency uses an electronic policy tracking system, compliance may be proven through observation only

CFA 3.0 – 3.01M

Change Notice 4.0.02 10/06/04

Change notice 4.0.16 07/01/09

Change notice 4.0.18 02/03/2010

Change notice 4.0.19 07/01/2010

Change Notice 4.0.28 06/27/2013

Change Notice 4.0.29 09/25/2013

3.02 M DELETED		Change notice 4.0.16 07/01/09

Standard		Review Methods	Assessor Guidelines
3.03M The agency submits an annual report to the Commission to report compliance efforts with accreditation standards by January 31 each year.			
Proof of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Annual reports.	N/A	3YD	An annual report is required for each calendar year, January 1 – December 31. The report shall be filed electronically.

New standard

Comparative Compliance
Change Notice 4.0.13 – 06/11/08
Change notice 4.0.16 07/01/09
Change Notice 4.0.30 02/06/2014

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 to understand the limits of their authority.

Standard		Review methods	Assessor Guidelines
4.01 M A directive establishes the agency's use of force policy that, at a minimum, must follow Florida law and specify that members will use only the force necessary to effect lawful objectives.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Florida Statute 776.05.	1	1	

CFA 3.0 – 4.01M

Change notice 4.0.07 06/07/06

Change notice 4.0.18 02/03/2010

Standard		Review methods	Assessor Guidelines
4.02 M A directive requires that members are issued copies of and instructed in the agency's use of force policy before they are authorized to carry a weapon.		I	Assessor should review documentation and interview both sworn and non-sworn members.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Receipt of use of force policy prior to authorization/ assignment.	Sampling	Sampling 3YD	
Documentation of training prior to authorization/assignment.	Sampling	Sampling 3YD	

CFA 3.0 – 4.02M

Standard		Review methods	Assessor Guidelines
4.03 M A 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.			Sworn members participating in a formal <i>field training program</i> under a Temporary Employment Authorization (TEA) are exempt from this requirement provided they are in compliance with CJSTC Rule 11B-27.00213.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Documentation showing members' completion of minimum state certification program prior to assignment.	Sampling	Sampling 3YD	
TEA and FTO assignment documentation, if applicable.	Sampling	Sampling	

CFA 3.0 – 4.03M

Change notice 4.0.11 10/31/07

Change notice 4.0.27 02/21/13

Standard		Review methods	Assessor Guidelines
4.04 M A directive states the agency's policy concerning the firing of warning shots.		I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 4.04M

Change Notice 4.0.30 02.06.2014

Standard		Review methods	Assessor Guidelines
4.05 M A directive addresses the use of agency approved firearms to include:		I	
A. On duty; 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.		I I OR	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Include firearms used by tactical team members.
Documentation showing proficiency with each firearm carried.	Sampling	Sampling 3YD	
Documentation demonstrating inspection and approval of firearms.	Sampling	Sampling 3YD	
Request to carry a personal firearm, e.g., letter, <i>memo</i> , etc., if applicable.	Sampling	Sampling 3YD	
Documentation demonstrating removal of unsafe firearms.	Sampling	Sampling 3YD	

CFA 3.0 – *4.05M

Change notice 4.0.07 06/07/06
 Change notice 4.0.08 10/11/06
 Change notice 4.0.25 06/28/2012
 Change Notice 4.0.30 02/06/2014

Standard		Review methods	Assessor Guidelines
4.06 M – STANDARD DELETED, REQUIREMENTS MOVED TO 4.05M AND 4.07M			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes

CFA 3.0 – *4.06M

Change notice 4.0.01 06/23/04

Change notice 4.0.07 06/07/06

Change notice 4.0.11 10/31/07

Change notice 4.0.25 06/28/12

Standard		Review methods	Assessor Guidelines
4.07 M A directive addresses the use of agency approved less-lethal weapons, and must include:			
A.	On-duty use;	I	
B.	Off-duty use;	I	
C.	Proven proficiency prior to carrying;		
D.	A review process for selecting all types of less-lethal weapons authorized for use;		Applies to both the initial selection and to subsequent changes of equipment.
E.	Maintaining a current list of each type of approved less-lethal weapon; and		
F.	A requirement for a documented annual inspection of less-lethal weapons to ensure expiration dates are not exceeded.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Documentation demonstrating the review process for all types of less-lethal weapons.	1 each type	1 each type 3YD	
List of authorized less-lethal weapons, both on and off duty.	1	1	
Inspection documentation	1	3YD	
Documentation showing proficiency with each type of weapon carried.	Sampling	Sampling 3YD	Some approved weapons may not have proficiency test results.

CFA 3.0 – 4.07M

Change Notice 4.0.01 06/23/04

Change Notice 4.0.13 06/11/08

Change Notice 4.0.25 06/28/2012

Standard		Review methods	Assessor Guidelines
4.08 M	A directive requires a written report be submitted and a documented review conducted by a defined level of authority whenever a member:	I	
A.	Discharges a firearm, for other than training or recreational purposes;	I	
B.	Applies force through the use of lethal or less-lethal weapons;	I	
C.	Applies weaponless physical force at a level as defined by the agency.	I	
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
Completed agency "use of force" reports, e.g., unintentional discharge report, firearm use reports, shooting incident report, restraint report, etc.		1 each bullet	1 each bullet
Documentation establishing level of review authority.		1	1
Review verification with level of authority noted.		1	3YD
		Accreditation Manager Notes	

CFA 3.0 – 4.08M

Change notice 4.0.14 10/08/2008

Change notice 4.0.19 07/01/2010

Standard		Review methods	Assessor Guidelines
4.09 M	A directive specifies <i>procedures</i> 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.		
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
Documentation demonstrating medical aid was provided.		1	3YD
		Accreditation Manager Notes	

CFA 3.0 – 4.09M

Standard			Review methods	Assessor Guidelines
4.10 M DELETED Change notice 4.0.14 10/08/2008				

Standard			Review methods	Assessor Guidelines
4.11 M – STANDARD MOVED TO 18.18M				
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	

CFA 3.0 – 4.11M

Change notice 4.0.19 07/01/2010

Change notice 4.0.26 09/27/2012

Standard			Review methods	Assessor Guidelines
4.12 M The agency conducts an annual <i>administrative review</i> and analysis of those reports required by Standard 4.08M.			I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Documented annual review with proof of analysis and outcomes.	1	3YD	Outcomes are agency actions based on information from the annual review.	
Interview with CEO or designee receiving report.				

CFA 3.0 – None

CHAPTER 5

PART-TIME SWORN AND AUXILIARY MEMBERS

This chapter relates to the selection and duties of part-time sworn and auxiliary members and the training of auxiliary members. (The training of part-time sworn members is addressed in Chapter 14.) Florida statute defines auxiliary and part-time law enforcement officers.

Standard		Review methods	Assessor Guidelines
5.01 M A directive describes the <i>part-time sworn</i> and <i>auxiliary member</i> programs and states the authority and latitude given such members by the agency.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 5.01M

Standard		Review methods	Assessor Guidelines
5.02 M <i>Selection criteria</i> for part-time sworn members are the same as full-time sworn members.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Comparison of <i>selection criteria</i> .	1 set	1 set	Compare full-time sworn against part-time sworn.

CFA 3.0 – 5.02M

Standard		Review methods	Assessor Guidelines
5.03 A written directive describes the <i>selection criteria</i> for <i>auxiliary members</i> .			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Completed selection documentation.	1	3YD	

CFA 3.0 – 5.03

Comparative Compliance Standard

Standard		Review methods	Assessor Guidelines
5.04 M A written directive requires <i>part-time sworn</i> and <i>auxiliary members</i> are restricted in their ability to perform law enforcement duties to only those areas for which they have received training.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1 each	1 each	
<i>Job descriptions.</i>	1 each	1 each	
Documentation of duty-related training.	Sampling of each	Sampling of each 3YD	Samples need to be proof of training (FTO, in-service, etc.) for duties of both part-time and auxiliary officers.

CFA 3.0 – 5.04M

Change notice 4.0.14 10/08/2008

Standard		Review methods	Assessor Guidelines
5.05 M A directive requires that <i>auxiliary members</i> performing the same <i>functions</i> as full-time <i>sworn members</i> receive equivalent <i>in-service training</i> , which includes:		I	Interview training staff to determine equivalent in-service training.
A.	Annual demonstration of proficiency with firearms authorized to carry;		
B.	Annual use of force training;		Requirements for use of force training topics are contained in CJSTC Rule 11B-27-00212.
C.	Annual Dart-Firing Stun Gun training in accordance with Florida Statute;		
D.	<i>Biennial</i> less-lethal weapon training (for weapons other than the Dart-Firing Stun Gun); and		
E.	Legal updates.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Proof of training for each element of the standard.	Sampling	Sampling 3YD	
Florida Statute 943.1717.	1	1	

CFA 3.0 – *5.05M

Change notice 4.0.04 06/29/05
 Change notice 4.0.07 06/07/06
 Change notice 4.0.11 10/31/07
 Change notice 4.0.16 07/01/09
 Change notice 4.0.18 02/03/2010

5.06 DELETED		Change notice 4.0.07 06/07/06

CHAPTER 6

CIVILIAN VOLUNTEER PROGRAMS

Agencies that utilize *volunteers* will define the *volunteer's* role in agency operations. Police Explorers, non-paid interns, and civilian *volunteers* are included in this chapter.

Change notice 4.0.26 09/27/2012

Standard			Review methods	Assessor Guidelines
6.01 M A directive describes volunteer programs and defines the <i>authority</i> and <i>latitude</i> given them by the agency.				For agencies with a large volunteer program, assessors may want to interview volunteer coordinator.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Written directive addressing elements of the standard.	1	1		

CFA 3.0 – 6.01M

Standard			Review methods	Assessor Guidelines
6.02 The agency has a directive delineating volunteer members' duties and responsibilities for any capacity in which they are utilized.				
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Written directive addressing elements of the standard.	1	1		
<i>Job description.</i>	1 each	1 each		

CFA 3.0 – 6.02

Standard			Review methods	Assessor Guidelines
6.03 M <i>Volunteer</i> members are given training concerning their duties and responsibilities for any role to which they are assigned.			I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Orientation schedule, training <i>curriculum</i> /outline, or training records of <i>volunteers</i> .	Sampling	Sampling 3YD		

CFA 3.0 – 6.03M

Standard			Review methods	Assessor Guidelines
6.04 DELETED Change notice 4.0.07 06/07/06				
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	

CHAPTER 7

FISCAL ACTIVITIES

This chapter pertains to an agency's fiscal procedures. All procedures should be compatible with generally accepted accounting principles. Written directives should describe the agency's accounting system, cash handling procedures, and inventory control process. Regular audits must be performed.

Standard		Review methods	Assessor Guidelines
7.01M The agency has an accounting system that includes provisions for monthly status reports showing:		OR	If the system is electronic with real-time data, assessor will observe elements of the standard.
A. Initial appropriation for each account;			
B. Expenditures and encumbrances made during the period; and			
C. The unencumbered balance.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Budget documentation demonstrating compliance with elements of the standard.	2 consecutive months	2 consecutive months 3YD	

CFA 3.0 – 7.01

Change notice 4.0.10 06/06/07
Change notice 4.0.29 09/25/13

Standard		Review methods	Assessor Guidelines
7.02 M A directive governs the maintenance of all cash funds or accounts, excluding 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, at a minimum:		I	This standard does not apply to funds intended for agency member morale or welfare. Confidential funds are addressed in Standard 7.06M.
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 <i>positions</i> authorized to disburse or accept cash; and			
F. Quarterly accounting of agency cash activities.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Financial documentation addressing elements of each bullet.	1	3YD	

CFA 3.0 – 7.02M

Change notice 4.0.10 06/06/07
Change notice 4.0.29 09/25/2013

Standard		Review methods	Assessor Guidelines
7.03M An independent audit of the agency's fiscal activities will be conducted annually.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Proof of annual audit.	1	3YD	

CFA 3.0 – 7.03

Comparative Compliance Standard
Change notice 4.0.29 09/25/13

Standard		Review methods	Assessor Guidelines
7.04 M A directive describes the agency's inventory control system for agency property, equipment, and other assets.		OE, OR	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Inventory lists.	Sampling	Sampling	
Observation of property/identification methods.			
Forms tracking issue/reissue of agency owned equipment, property or other assets.	Sampling	Sampling	

CFA 3.0 – 7.04M

Standard		Review methods	Assessor Guidelines
7.05 Deleted Standard		I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes

CFA 3.0 – 7.05

Change notice 4.0.18 02/03/2010
Change Notice 4.0.29 09/25/2013

Standard		Review methods	Assessor Guidelines
7.06 M	A directive establishes an accounting system for confidential funds to include, at a minimum:		
A.	Authorization of one person who is responsible for the system;		
B.	Submission of requests for funds prior to payment;		
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 <i>CEO</i> or designee for payments in excess of a specified amount;		
E.	A quarterly <i>internal audit</i> and report of expenditures to the <i>CEO</i> or designee; and		
F.	Criteria for use of funds.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Funds requests, receipts or vouchers.	3	3YD	
CEO or designee approved payments.	1	1	
Audit reports.	2 consecutive quarters	2 consecutive quarters 3YD	

CFA 3.0 – 7.06M

Comparative Compliance Standard (Bullets C, E, F)

Change Notice 4.0.03 02/09/2005

Change notice 4.0.12 02/20/08

CHAPTER 8

CLASSIFICATION AND DELINEATION OF 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). This analysis is also used in setting minimum standards for selection (Chapter 13). The results of a successful task analysis provide the foundation for developing *job descriptions*.

Job task analysis and *job descriptions* are necessary for developing and implementing recruitment strategies, validating hiring and promotion procedures, determining training requirements, and evaluating employee performance. The comprehensive, objective data generated by task analysis can provide strong evidence in legal and judicial proceedings concerning hiring and promotion programs.

Standard		Review methods	Assessor Guidelines
8.01 If the agency utilizes <i>job task analyses</i> for sworn classifications, a current written analysis is maintained and available for review by all members. The JTA will include, at a minimum:			
A. Duties, responsibilities, and tasks for each <i>position</i> ;			
B. Frequency with which every task is performed; and			
C. The minimum level of proficiency necessary in the job related skills, knowledge, and abilities.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
JTAs that include each <i>component</i> of the standard.	1 each	1 each	JTA's for sworn ranks, i.e., officer, sergeant, lieutenant, captain, etc. should be available for assessor review.
Documentation of availability to members.	1	1	

CFA 3.0 – 8.01

Change Notice 4.0.30 02.06.2014

Standard		Review methods	Assessor Guidelines
8.02 The agency maintains a job description for each position.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Current job descriptions.	Sampling	Sampling	

CFA 3.0 – 8.02

Change notice 4.0.07 06/07/06

CHAPTER 9

OFF-DUTY AND EXTRA-DUTY EMPLOYMENT

Law enforcement agencies have an interest in the type of additional employment in which their members may engage. Sworn and non-sworn members may engage in employment which does not relate to law enforcement, and this employment should be considered *off-duty employment*.

Sworn members may engage in employment which requires the use of their law enforcement authority, and this employment should be considered *extra-duty employment*. The employer may regulate off-duty and *extra-duty employment* to ensure that members do not engage in employment which may reflect negatively on the profession or the agency.

Standard		Review methods	Assessor Guidelines
9.01	A directive regulates the types of off-duty employment in which agency members may or may not engage.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Florida Statutes 30.2905, 561.25, 648.44.

CFA 3.0 – 9.01

Change notice 4.0.18 02/03/2010

Change Notice 4.0.29 09/25/2013

Standard		Review methods	Assessor Guidelines
9.02 M	If the agency allows its sworn members to engage in <i>extra-duty employment</i> , a directive addresses:		
A.	Agency authorization for members;		
B.	Behavior and activities of members;		
C.	The initial approval and revocation process of each extra-duty employer.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Approval and revocation process documentation.	1 each	1 each 3YD	

CFA 3.0 – *9.02M

Change notice 4.0.07 06/07/06

Change notice 4.0.15 02/25/2009

Change notice 4.0.23 09/29/2011

CHAPTER 10

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. The *grievance* process must be available to all members who feel they have been treated unjustly or unfairly, whether or not covered by a collective bargaining agreement. These standards do not apply to the agency's *chief executive officer* or members that serve at the pleasure of the *CEO*.

Change notice 4.0.06 02/08/06

A complete understanding of the policies, procedures, and *rules and regulations* must be understood by all members to provide effective and efficient service to the public. Due to the many procedures involved in the administration of an agency, there are occasions when differences arise regarding the spirit and intent of particular directives or actions. 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.

Standard		Review methods	Assessor Guidelines
10.01 M	A directive describes the agency's <i>grievance</i> process, to include:		
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.		
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1

Comparative Compliance (bullets A, D)
Change Notice 4.0.30 02.06.2014

CFA 3.0 – 10.01M

Standard		Review methods	Assessor Guidelines
10.02	A directive identifies the agency <i>component</i> or <i>position</i> responsible for coordinating the <i>grievance</i> process.		
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
<i>Job description</i> or JTA of the <i>position</i> .		1	1

CFA 3.0 – 10.02

Standard		Review methods	Assessor Guidelines
10.03 – DELETED, COMBINED WITH 10.01M			
Compliance keys		Qty initial	Qty reaccred

CFA 3.0 – 10.03

Comparative Compliance Standard

Standard		Review methods	Assessor Guidelines
10.04 A directive describes procedures for appealing decisions made in <i>grievance</i> process.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Appeal process documentation.	Sampling	3YD	

CFA 3.0 – 10.04

Standard		Review methods	Assessor Guidelines
10.05 A directive describes procedures for the maintenance and control of <i>grievance</i> records.		I, O	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Observation of records.			
GS1-SL Items #94, #110.	1	1	

CFA 3.0 – 10.05

Change notice 4.0.18 02/03/2010

CHAPTER 11

CONDUCT AND DISCIPLINARY 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. To ensure uniformity, the disciplinary process must be described.

Standard		Review methods	Assessor Guidelines
11.01 M	A written directive specifies a code of conduct/ethics which is provided to each employee and volunteer of the agency. The code of conduct/ethics shall, at a minimum: A. Prohibit employees and volunteers from using their official position to secure privileges for themselves or others; and B. Prohibit employees and volunteers from engaging in activities that constitute a conflict of interest.	O	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard	1	1	
Code of conduct/ethics	1	1	

CFA 3.0 – 11.01M

Change notice 4.0.07 06/07/06
Change Notice 4.0.29 09/25/2013

Standard		Review methods	Assessor Guidelines
11.02 M	A directive establishes a uniform system for the following:		
A.	Rewarding;		
B.	Counseling; and		
C.	Disciplining members.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Proof of rewards, counseling, and disciplinary actions.	1 each type	1 each type	

CFA 3.0 – 11.02M

Change Notice 4.0.29 09/25/2013

Standard		Review methods	Assessor Guidelines
11.03	A directive defines the authority of each level of supervision relative to disciplinary actions.	I	Assessors should conduct random interviews with supervisors.
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
Accreditation Manager Notes			

CFA 3.0 – *11.03M, *27.01M

Change notice 4.0.07 06/07/06

Standard		Review methods	Assessor Guidelines
11.04	A directive requires that the following information be provided in writing to the affected member when a misconduct investigation results in dismissal:		
A.	Reason for the dismissal;	OR	
B.	Effective date of the dismissal;	OR	
C.	Status of fringe and retirement benefits after dismissal.	OR	
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
Proof that information is provided to affected members.		1	1
		Assessors will be reviewing random samples of other dismissals.	

CFA 3.0 – 11.04

Standard		Review methods	Assessor Guidelines
11.05	A directive describes procedures for the maintenance and storage of disciplinary action records.	OF	
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
Observation of records.			
GS1-SL Items #98, #206, #371		1	1

CFA 3.0 – 11.05

Change notice 4.0.18 02/03/2010

Standard		Review methods	Assessor Guidelines
11.06 A directive describes procedures for appealing disciplinary actions.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Documentation of <i>appeals</i> .	1	3YD	

CFA 3.0 – 11.06

Standard		Review methods	Assessor Guidelines
11.07 M A written directive prohibits harassment in the workplace and provides means by which harassment can be reported and protocols for investigations of such events.			Assessors must verify that directives address all forms of harassment regardless of the source.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – *11.07M

Change notice 4.0.07 06/07/06
Change Notice 4.0.29 09/25/2013

CHAPTER 12

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.
(Change Notice 4.0.28 06/27/2013)

Standard			Review methods	Assessor Guidelines
12.01 M Individuals assigned to <i>recruitment activities</i> are trained in personnel matters and <i>equal employment opportunity</i> .				Training of Personnel or Human Resource members may qualify to meet this standard.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Documentation of training for members assigned to <i>recruitment activities</i> .	1	1	Training should be for everyone involved in the recruiting function, including employees not assigned to the agency.	

CFA 3.0 – 12.01M

Comparative Compliance Standard

Standard			Review methods	Assessor Guidelines
12.02 The agency has a recruitment plan to develop racial, ethnic and gender diversity that includes the following:				
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.				
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Recruitment plan which addresses elements of the standard.	1	1		
Annual evaluation of progress.	1	3		

CFA 3.0 – 12.03

Change Notice 4.0.28 06/27/2013

Standard			Review methods	Assessor Guidelines
12.03 The agency advertises as an equal opportunity employer on all <i>recruitment literature</i> and all employment applications.			O	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Observation of <i>recruitment literature</i> , posters, websites, and employment applications.				

CFA 3.0 – 12.04

CHAPTER 13

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, at a minimum, 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. Agencies are encouraged to develop a work force reflective of the community it serves.

Standard		Review methods	Assessor Guidelines
13.01 A directive describes all elements of the <i>selection process</i> .			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard (civil service rules OR bargaining unit agreement, if applicable.)	1	1	
Documentation of private firm's <i>selection process</i> , if applicable.	1	1	

CFA 3.0 – 13.01

Comparative Compliance Standard
Change notice 4.0.07 06/07/06

Standard		Review methods	Assessor Guidelines
13.02 All elements of the <i>selection process</i> have been documented as job related and nondiscriminatory.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Documentation of job relatedness for each element of the process, e.g., sample questions, validation process, <i>job task analysis</i> , etc.	1	1	
Documentation of oral board questions, if any.	1	1	
Minority and female composition of the oral board, if used.	1	1	

CFA 3.0 – 13.02

Standard		Review methods	Assessor Guidelines
13.03 A directive requires that all elements of the <i>selection process</i> are administered, scored, and interpreted in a uniform manner.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Operational elements of the selection process, e.g., time limits, oral instructions, practice problems, answer sheets and scoring formulas.	3	3YD	

CFA 3.0 – 13.03

13.04 DELETED Change notice 4.0.07 06/07/06			

13.05 DELETED Change Notice 4.0.18 02/03/2010				

Standard		Review methods	Assessor Guidelines
13.06 Members who conduct background investigations are trained in collecting required information.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Documentation of training for members assigned to conduct background investigations.	1 each	1 each	1 for each background investigator.

CFA 3.0 – 13.06

Standard		Review methods	Assessor Guidelines
13.07 M	The agency conducts <i>psychological fitness examinations</i> for each candidate prior to appointment to probationary status. Results are: A. Assessed by a licensed professional; B. Maintained in accordance with Florida Statute; and C. Stored in a secure manner.	OS	
Compliance keys		Qty initial	Qty reaccred
Written documentation of tests used.		1	1
Professional licenses/Certificates.		1 each	1 each
Observation of secure files.			
GS1-SL Item #24		1	1
Florida Statute 119.071		1	1
		Accreditation Manager Notes	
		1 for each qualified professional conducting examinations.	

CFA 3.0 – *13.08M

Change notice 4.0.07 06/07/06
Change notice 4.0.18 02/03/2010

Standard		Review methods	Assessor Guidelines
13.08	A written directive establishes a specified probationary period of not less than six months for new non-exempt employees.		This standard does not apply to volunteers.
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard		1	1
Documentation of date of hire and completion of probationary period.		1 each type	1 each type
		Accreditation Manager Notes	
		Proofs are required for both civilian and sworn personnel.	

CFA 3.0 – 13.09

Change notice 4.0.29 09/25/2013

13.09 DELETED – MOVED TO 16.10 Change notice 4.0.21 02/03/2011					

13.10 DELETED – MOVED TO 16.11 Change notice 4.0.21 02/03/2011					

Standard			Review methods	Assessor Guidelines
13.11 If the agency administers a physical ability test for each candidate prior to appointment to probationary status, the test is job related and nondiscriminatory.				JTA's or job descriptions may be used to prove job related tasks.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Proofs of job relatedness and nondiscrimination.	1	1		
Physical ability requirements.	1	1		

CFA 3.0 – 13.12

13.12 DELETED Change notice 4.0.07 06/07/06				

Standard		Review methods	Assessor Guidelines
13.13 M	A background investigation is conducted on civilian applicants hired by the agency. The investigation includes at a minimum:	OR	Verify compliance by reviewing additional background investigations.
A.	Warrants check;		
B.	Fingerprints check;		
C.	Local records check;		
D.	Prior employment; and		
E.	Criminal history.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Completed background investigation.	1	1	

CFA 3.0 – 13.14M

Comparative Compliance Standard
 Change Notice 4.0.13 06/11/08
 Change Notice 4.0.14 10/08/2008

CHAPTER 14

TRAINING

Training has proven to be 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.

Training should be consistent with the organization's goals and objectives. Agency training and program development should be the responsibility of a training *component* which will administer training programs, maintain training records, and develop programs by receiving input from available resources.

Consideration should be given to all part-time and full-time members when evaluating training needs. (Change notice 4.0.20 10/14/2010)

Standard		Review methods	Assessor Guidelines
14.01 A directive defines attendance requirements for members attending training programs.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Proof of member's attendance at training programs.	1	3YD	
Proof of action taken for non-attendance.	1	3YD	

CFA 3.0 – 14.01

Standard		Review methods	Assessor Guidelines
14.02 <i>Job task analyses</i> or <i>job descriptions</i> are used in developing agency training program curricula.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Documentation relating training to information contained in the JTA or job descriptions.	1	3YD	

CFA 3.0 – 14.02

Change notice 4.0.07 06/07/06

Standard		Review methods	Assessor Guidelines
14.03 M A directive requires <i>lesson plans</i> for training courses administered by the agency and includes provisions for the following:		OR	Random sample of lesson plans.
A.	A statement of student <i>performance objectives</i> ;		
B.	Training content;		
C.	Appropriate instructional techniques;		
D.	<i>Lesson plan</i> format;		
E.	Approval process; and		
F.	Identification of test(s), if used.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
<i>Lesson plan</i> addressing elements of the standard.	1	1	
Documentation of testing, if used.	1	3YD	

CFA 3.0 – 14.03M

Standard		Review methods	Assessor Guidelines
14.04	A directive requires that newly appointed agency members receive orientation within a specified timeframe in the following areas:		Interview random sampling of new members.
A.	The agency's role, purpose, goals, policies, and procedures;		
B.	Working conditions and regulations;		
C.	Rights and responsibilities of the member; and		
D.	<i>Accreditation process.</i>		
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
Documentation verifying member orientation.		1	3YD

CFA 3.0 – 14.04

Comparative Compliance Standard (Bullets A, B, C – sworn only)

Change Notice 4.0.13 06/11/08

Standard		Review methods	Assessor Guidelines
14.05 M	A directive establishes the agency's <i>remedial training</i> policy and includes the following:		
A.	Circumstances and <i>criteria</i> used to determine the need for <i>remedial training</i> ;		
B.	The types of <i>remedial training</i> available;		
C.	Timetables under which <i>remedial training</i> is provided;		
D.	The consequences of non-participation by affected members; and		
E.	Procedures for <i>remedial training</i> for those members who are unable to demonstrate proficiency with an authorized weapon prior to resuming official duties.		Interview Range Master and Training Supervisor to ensure follow-through with agency procedures. Both lethal and less-lethal weapons must be addressed. Include civilian members authorized to carry weapons.
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
Documentation of <i>remedial training</i> , if any.		1	3YD

CFA 3.0 – 14.05M

Comparative Compliance Standard

Change notice 4.0.07 06/07/06

Standard		Review methods	Assessor Guidelines
14.06 M	The agency maintains up-to-date training records for each member.	OR	Random sample of training records, to include electronic records.
Compliance keys	Qty initial	Qty reaccrd	Accreditation Manager Notes
Observation of training records.			
GS1-SL Items #19, #66, #162.	1	1	

CFA 3.0 – *14.06M

Change notice 4.0.07 06/07/06

Change notice 4.0.18 02/03/2010

Standard		Review methods	Assessor Guidelines
14.07 M	The agency maintains a record for each <i>in-service training</i> class, to include at a minimum:	OR	Random sample of in-service training class records.
A.	Course content;	OR	
B.	Names of participants;	OR	
C.	Performance of individual participants, if applicable; and	OR	
D.	The instructor(s).	OR	
Compliance keys	Qty initial	Qty reaccrd	Accreditation Manager Notes
List of in-service training classes conducted.	1	3YD	
Observation of in-service training class files.			

CFA 3.0 – 14.07M

Standard		Review methods	Assessor Guidelines
14.08 M	A directive establishes a <i>field training program</i> for sworn members, which includes at a minimum:	I	Interviews should be conducted with supervisors, FTOs, and new recruits.
A.	<i>Selection criteria</i> and training of FTOs;	I	
B.	Guidelines for evaluating recruit members;		
C.	<i>Field training program</i> of at least four weeks for trainees during and/or after the required classroom training;		
D.	Training <i>curriculum</i> ;		
E.	Supervision of field training officers;	I	
F.	Liaison with the academy staff, if applicable;	I	
G.	Rotation of recruit field assignments; and		
H.	Reporting responsibilities of field training officers.	I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
FTO program <i>curriculum</i> .	1	1	
Documentation verifying FTO training.	Sampling	3YD	
Documentation demonstrating field assignment rotations.	Sampling	3YD	
Reports/Evaluations.	Sampling	3YD	
FTO applications.	Sampling	3YD	
Evaluation guidelines.	1	1	

CFA 3.0 – *14.08M

Change notice 4.0.07 06/07/06

Standard		Review methods	Assessor Guidelines
14.09	A directive identifies the requisite skills, knowledge, abilities, and <i>criteria</i> of instructors in all agency operated training programs.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 14.09

Comparative Compliance Standard

Standard		Review methods	Assessor Guidelines
14.10 M	Agency instructors teaching CJSTC <i>high liability topics</i> will, at a minimum, meet CJSTC requirements for high liability instructors, except for completing the internship requirement and being affiliated with a <i>training school</i> .	OR	Observe high liability instructors' qualifications.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
CJSTC Guidelines Rule 11B-20	1	1	

CFA 3.0 – 14.10M

Comparative Compliance Standard
Change notice 4.0.18 02/03/2010

Standard		Review methods	Assessor Guidelines
14.11 M	A directive requires that members authorized to carry weapons receive <i>in-service training</i> which includes:	I	View lesson plans for each training topic identified in the standard (not necessary to be in the file); verify full agency compliance (including upper-command staff). Remember to verify training for civilian members carrying weapons, e.g., batons, OC spray, etc.
A.	Annual demonstration of proficiency with firearms authorized to carry;	I, OR	
B.	Annual use of force training;	I, OR	Requirements for use of force training topics are contained in CJSTC Rule 11B-27.00212.
C.	Annual Dart-Firing Stun Gun training in accordance with Florida Statute;		
D.	<i>Biennial</i> less-lethal weapon training (for weapons other than the Dart-Firing Stun Gun);	I, OR	
E.	Applicable legal updates.	I, OR	
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
Proof of training for each element of the standard.		Sampling	3YD
Florida Statute 943.1717		1	1

CFA 3.0 – 14.11M

Change notice 4.0.07 06/07/06
 Change notice 4.0.09 02/27/07
 Change notice 4.0.16 07/01/09
 Change notice 4.0.18 02/03/2010

Standard		Review methods	Assessor Guidelines
14.12 M	A directive identifies all agency <i>positions</i> which require <i>specialized training</i> and addresses such training.	I	Interviews employees in specialized positions.
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
Proof of training.		Sampling	Sampling

CFA 3.0 – 14.12M

Standard			Review methods	Assessor Guidelines
14.13 A directive specifies the civilian <i>positions</i> for which <i>specialized training</i> is required prior to assuming job responsibilities.			I	Interview civilian employees holding specialized positions.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Written directive addressing elements of the standard.	1	1	Proof for newly assigned civilians.	
Proof of training prior to assuming job responsibilities.	Sampling	Sampling 3YD		

CFA 3.0 – 14.13

Standard			Review methods	Assessor Guidelines
14.14 M The agency has a training program, as defined by the agency, for newly promoted first line sworn supervisors.			I	Training is received no later than 12 months after appointment to a supervisory position.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Proof of training.	1	Random sampling		

New standard

Change notice 4.0.24 02/23/2012

Standard			Review methods	Assessor Guidelines
14.15 M All sworn members will receive periodic first aid refresher training, as defined by the agency.			I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Proof of training.	1	Sampling		

New standard

Change notice 4.0.29 09/25/2013

CHAPTER 15

PROMOTION

A promotion process which results in the advancement of the most highly qualified candidates is an obvious advantage to the agency. It is an important factor for ensuring efficient use of the agency's human and fiscal resources, achievement of agency objectives, and quality police services. The promotion process is a means by which members assume added responsibilities and advance their careers to *positions* of leadership. The agency's chief executive is accountable for the integrity of this process and will exercise sufficient control to ensure compliance with these objectives and procedures. The following standards are designed to improve the validity of the process and make the system less susceptible to court challenge.

According to the standards, decisions about promotion should be based upon a written *job task analysis* or job descriptions of all *positions* in the agency, including civilian positions. 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. Eligibility lists and written tests, if any, will meet the requirements of job relatedness. If assessment centers are used, they must make use of standardized evaluations of behavior and capabilities based on multiple elements.

Standard		Review methods	Assessor Guidelines
15.01	A directive describes procedures used for each element of the promotion process, which is job related and nondiscriminatory.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Documentation of job relatedness and nondiscrimination.	1 each	1 each	Include sworn and civilian promotions.

CFA 3.0 – 15.01

Comparative Compliance Standard – files need only prove compliance for civilian personnel.
Change notice 4.0.11 10/31/07

Standard		Review methods	Assessor Guidelines
15.02	A written directive details promotion process, which includes at a minimum:		It is not necessary for all information to be contained in a single document.
A.	A written announcement(s) of <i>positions</i> for which vacancies exist which includes a schedule of dates, times, and locations of all elements of the process;		
B.	A description of the eligibility requirements; and		
C.	A description of the process to be used in selecting members for the vacancies.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard	1	1	
Announcements addressing all elements of the standard	1	1	Proofs must demonstrate compliance with each component of the promotional processes for both sworn and civilian personnel. Elements may be addressed on separate documents.

CFA 3.0 – 15.02

Comparative Compliance Standard – sworn and civilian personnel.
Change notice 4.0.29 09/25/2013

Standard		Review methods	Assessor Guidelines
15.03	If eligibility lists are used in the promotional process, a directive establishes <i>criteria</i> and procedures for the development of the lists, to include at a minimum:		
A.	Numerical weight, if any, assigned to each eligibility requirement;		Compare promotions to eligibility lists.
B.	The system of ranking eligible members on the list;		
C.	Duration of the list;		
D.	The system for selecting candidates from the list.		
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
Eligibility list.		1	Sampling
Promotional announcement/personnel order.		1	Sampling

CFA 3.0 – 15.03

Comparative Compliance Standard – files need only prove compliance for civilian personnel.

Standard		Review methods	Assessor Guidelines
15.04	A directive describes procedures for the member's review and appeal of adverse decisions concerning eligibility for, or appointment to, promotional vacancies.		There are four elements to this standard: review <u>and</u> appeal of <u>both</u> eligibility and appointment decisions.
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
Documentation of appeals, if any.		1	Sampling

CFA 3.0 – 15.04

Comparative Compliance Standard – files need only prove compliance for civilian personnel.

CHAPTER 16

PERFORMANCE EVALUATIONS

A law enforcement agency must be able to depend on satisfactory work performance from all members to achieve its stated objectives. Performance evaluation is the measurement of the member's performance of assigned duties.

It is important that the principles of evaluation be applied by all agencies to ensure the best use of human resources available and to ensure that members' problems can be identified and dealt with promptly and uniformly. 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.

Standard		Review methods	Assessor Guidelines
16.01	A directive describes the agency's performance evaluation system and includes at a minimum:		
A.	Objectives of the performance evaluation system;		
B.	Measurement definitions;		
C.	When explanatory comments are required;		
D.	A requirement for evaluations to be conducted at least annually;		Exceptions allow the CEO flexibility for Senior Management, Command and Executive Level staff.
E.	Criteria used for the performance evaluations are based on the member's job description during that rating period;		
F.	Rater responsibility and rater training;		
G.	The immediate supervisor rates the member;		
H.	The completed evaluation is available to the member; and		
I.	Procedures for contesting performance evaluations for permanent members;		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Completed performance evaluations.	1 each type	Random sampling	Include civilians, sworn or certified members, supervisors, and line personnel.
Documentation of a contested evaluation.	1	1	
Documentation of rater training.	Sampling	Sampling	

CFA 3.0 – 16.01

Change Notice 4.0.29 09/25/2013

Standard		Review methods	Assessor Guidelines
16.02	Deleted Standard		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes

CFA 3.0 – 16.02M

Change Notice 4.0.09 02/27/07
Change Notice 4.0.21 02/03/2011
Change Notice 4.0.29 09/25/2013

Standard		Review methods	Assessor Guidelines
16.03	A directive describes procedures for member review of the completed evaluation report and includes, at a minimum:		
A.	An interview between the rater and the member;	I	Interview both supervisors and members, both sworn and civilian, for verification.
B.	Provisions for written comments by the member;		
C.	The member is given an opportunity to sign the completed performance evaluation to indicate the member has read the evaluation;		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Completed performance evaluation	1	1	

CFA 3.0 – 16.03M

Change Notice 4.0.21 02/03/2011

Change Notice 4.0.29 09/25/2013

Standard		Review methods	Assessor Guidelines
16.04	A directive regulates the agency's use of performance evaluations' results.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 16.04

Comparative Compliance Standard

Standard			Review methods	Assessor Guidelines
16.05 Deleted Standard				
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	

CFA 3.0 – 16.05

Change notice 4.0.24 02/23/2012
 Change notice 4.0.26 09/27/2012
 Change Notice 4.0.29 09/25/2013

16.06 DELETED Change notice 4.0.07 06/07/06				

Standard			Review methods	Assessor Guidelines
16.07 A directive requires that each member be counseled at the beginning of the rating period concerning the following, at a minimum:				Interview employees to ensure supervisors conducted counseling.
A. Task of the <i>position</i> occupied;				
B. Level of performance expected; and				
C. <i>Criteria</i> used for ratings on the evaluation.				
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Written directive addressing elements of the standard.	1	1		

CFA 3.0 – 16.07

Standard			Review methods	Assessor Guidelines
16.08 A directive requires that non-probationary members are given written notice of substandard performance prior to the end of the rating period.				
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Written directive addressing elements of the standard.	1	1		
Notification of substandard performance.	1	1		

CFA 3.0 – 16.08

Standard			Review methods	Assessor Guidelines
16.09 A directive requires explanatory comments when performance ratings are unsatisfactory or outstanding.				
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Written directive addressing elements of the standard.	1	1		
Completed evaluation form with explanation.	1	1		

CFA 3.0 – 16.09

Standard			Review methods	Assessor Guidelines
16.10 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.				FTO program evaluations do not meet the intent of this standard. This standard applies to all newly hired or promoted sworn members, and excludes disciplinary probation.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Performance evaluations.	1	Sampling 3YD		

CFA 3.0 – 13.10

Change notice 4.0.07 06/07/06

Change notice 4.0.21 02/03/2011

16.11 – STANDARD DELETED			
Combined with 16.05			

Change notice 4.0.24 .2/23/2012

CHAPTER 17

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, other deal specifically with the patrol *function*. The standards define responsibilities for members and what actions are permissible by agency policy. The intent of the standards is to provide the community with effective enforcement services.

Change Notice 4.0.03 02/09/05

Standards in Chapter 17 have been clarified as to which standards apply to all field personnel and which standards apply to field personnel performing a patrol function.

ALL FIELD PERSONNEL	PATROL
17.02, 17.05M, 17.06M, 17.07M, 17.09M, 17.10M, 17.11	17.01M, 17.03, 17.04M, 17.08M

Change notice 4.0.05 10/05/05

Standard		Review methods	Assessor Guidelines
17.01 M	A directive stipulates that law enforcement response to emergencies be continuously available within the agency's jurisdiction.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Shift schedule showing continuous availability.	1	1	
Contract or mutual aid agreement with provider agency, if applicable.	1	1	

CFA 3.0 – 17.01M

Standard		Review methods	Assessor Guidelines
17.02	A directive governs the operation of each <i>special purpose vehicle</i> , vessel, or aircraft and includes at a minimum, the following provisions:		
A.	Objectives of their operation or usage;	I	
B.	Instructions, conditions, and limitations of usage;	I	
C.	Authorization for use in various situations;		
D.	Qualifications and training for members assigned to operate the vehicle, vessel, or aircraft;	I	
E.	Designation of a person or <i>position</i> responsible for the condition and maintenance of the vehicle, vessel, or aircraft;		
F.	A list of equipment to be kept in or on the vehicle, vessel, or aircraft; and	OE	
G.	A list of persons or <i>positions</i> authorized to operate the vehicle, vessel, or aircraft and its equipment.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Observation of <i>special purpose vehicles</i> and equipment.			
Equipment inventory lists.			
Documentation of training.	1 each	1 each	

CFA 3.0 – 17.02

Standard		Review methods	Assessor Guidelines
17.03	A directive describes the circumstances which require the presence of a supervisor at the scene for the purpose of assuming command.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 17.04

Standard		Review methods	Assessor Guidelines
17.04 M	The agency has 24-hour two-way radio capability providing continuous communication between a communications center and sworn members on duty.	OE	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Observation of continuous communication system for patrol members.			
Communications shift schedule showing 24-hour availability.	1	1	

CFA 3.0 – 17.05M

Standard		Review methods	Assessor Guidelines
17.05 M	A directive describes procedures for informing <i>victims/witnesses</i> of their rights in accordance with Florida statute.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Proof of approval of victim/witness rights documents by the Office of the Governor.	1	3YD	
Florida Statute 960.001.	1	1	

CFA 3.0 – 17.06M

Comparative Compliance Standard
Change notice 4.0.18 02/03/2010

Standard		Review methods	Assessor Guidelines
17.06 M	A directive governs <i>pursuit</i> of motor vehicles, to include:		
A.	Evaluation of the circumstances;	I	
B.	Initiating member's responsibilities;	I	
C.	Secondary unit's responsibilities;	I	
D.	Specifying roles and restrictions pertinent to marked, unmarked, or other types of police vehicle involvement in the <i>pursuit</i> ;	I	Marked, unmarked or other types of police vehicles, to include motorcycles, watercraft and aircraft.
E.	Dispatcher's responsibilities;	I	Interview dispatcher.
F.	Field supervisor's responsibilities;		
G.	Forcible stopping;	I	Does the agency use stop sticks?
H.	When to terminate the <i>pursuit</i> ;	I	
I.	Interjurisdictional and intrajurisdictional <i>pursuits</i> ; and	I	
J.	Detailing a procedure for reporting and an <i>administrative review</i> of the <i>pursuit</i> .		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Pursuit review reports.	1	3YD	

CFA 3.0 – 17.07M

Standard		Review methods	Assessor Guidelines
17.07 M	A directive establishes procedures for levels of response to calls for service.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 17.08M

Standard		Review methods	Assessor Guidelines
17.08 M Each vehicle used for patrol or traffic enforcement must be equipped with:			This standard applies to vehicles routinely used to perform patrol/traffic duties and does not apply to <i>special purpose vehicles</i> other than motorcycles. Observation can be conducted during static display or ride-along.
A.	Operational emergency lights and siren;	OE	
B.	Properly charged fire extinguisher with current service tag or label (except for patrol/traffic motorcycles);	OE	
C.	Operational flashlight;	OE	If flashlights are individually issued compliance may be achieved by observation of working flashlight in vehicle operator's possession.
D.	First aid kit containing current supplies; and	OE	For this standard, "current supplies" refers to items with expiration dates that have not expired.
E.	Personal protective equipment.	OE	
Compliance keys		Qty initial	Qty reaccred
Observation of equipment.			
Accreditation Manager Notes			

CFA 3.0 – 17.09M

Comparative Compliance Standard (Bullets B, C, D, E)
 Change notice 4.0.04 06/29/05
 Change notice 4.0.07 06/07/06
 Change notice 4.0.10 06/06/07
 Change notice 4.0.15 02/25/2009
 Change notice 4.0.29 09/25/2013

Standard		Review methods	Assessor Guidelines
17.09 M A directive describes the use of safety belts in all agency vehicles.			
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
Accreditation Manager Notes			

CFA 3.0 – 17.10M

Standard		Review methods	Assessor Guidelines
17.10 M	Body armor is available to each sworn member while on duty and written guidelines are established to include a requirement for the wearing of protective vests by sworn members engaged in pre-planned, high-risk situations as defined by the agency.	OE	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Proof of issue.	Sampling	Sampling	
Observation of available body armor.			

CFA 3.0 – 17.11M

Standard		Review methods	Assessor Guidelines
17.11 M	If an agency has canine teams, a directive specifies the circumstances for their use.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 17.12

Change Notice 4.0.28 06/27/2013

Standard	Review methods	Assessor Guidelines	
17.12M If an agency utilizes canines for narcotic detection, a directive establishes an accounting system for all training narcotics used to include, at a minimum:			
A. Procedures for the issuance and disposition of narcotics used for canine training to include when packaging has been compromised;	I		
B. Security, storage, and accountability of issued training narcotics when not in use;	O, I		
C. A documented unannounced annual inventory of narcotics used for canine training is conducted as directed by the agency's CEO.	I	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.	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Documented issuance/disposition of agency issued narcotics.	Sampling	Random sampling	
Annual inventory documentation.	1	3YD	

New standard

Comparative Compliance Standard
Change notice 4.0.09 02/27/07
Change notice 4.0.10 06/06/07
Change notice 4.0.11 10/31/07
Change notice 4.0.22 06/30/11
Change Notice 4.0.28 06/27/2013

CHAPTER 18

INVESTIGATIONS

Standards in this chapter relate to the investigative *function* as performed by both uniformed members and members specializing in investigations. These standards provide for most administrative and some operational procedures, which should result in efficient and effective criminal investigations. The standards do not direct the agency's investigative *functions* in specific crimes, but identify some of the elements common to all investigations.

Standard			Review methods	Assessor Guidelines
18.01	A directive establishes a system of case file maintenance for the criminal investigation <i>component</i> , to include:			The Criminal Justice Information Services Certification Training Manual addresses case file maintenance.
A.	Types of records to be maintained;			
B.	Accessibility to the files;		O	
C.	Security of the files; and		OS	
D.	Purging of files.		OR	
Compliance keys		Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.		1	1	
Observation of files.				
Documentation demonstrating regularly scheduled purges.		1	3YD	

CFA 3.0 – 18.01

Comparative Compliance Standard (Bullet C)
Change notice 4.0.24 02/23/2012

Standard			Review methods	Assessor Guidelines
18.02	Records relating to active vice and organized crime investigations are maintained separately and securely from the central records system.		OS	
Compliance keys		Qty initial	Qty reaccred	Accreditation Manager Notes
Observation of files.				

CFA 3.0 – 18.02

Standard		Review methods	Assessor Guidelines	
18.03M A directive establishes procedures for the recruitment, control, and use of <i>confidential informants</i> in accordance with Florida Statutes, and includes at a minimum:				
A.	A master file of all <i>confidential informants</i> used by the agency;	O		
B.	Content of the file to include an individual assessment of each prospective <i>confidential informant</i> ;			
C.	Maintenance and security of <i>confidential informant</i> files;	I, OS	Assessors will conduct interviews and should ask to conduct non-intrusive observation of files for security and maintenance.	
D.	Protection of the identity of the <i>confidential informant</i> ;	I		
E.	Criteria for paying <i>confidential informants</i> , if applicable;	I		
F.	Precautions to be taken with <i>confidential informants</i> to include informants whose participation may make an investigation more susceptible to compromise through alleged improprieties;	I		
G.	Special precautions to be taken with juvenile informants;			
H.	Level of supervisory approval before a juvenile is used;	I		
I.	Training of all personnel involved in the use or recruitment of <i>confidential informants</i> in the agency policy requirements and procedures; and	I		
J.	A documented annual administrative review of agency practices to ensure conformity with agency policies, procedures, and Florida Statute.			
Compliance keys		Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.		1	1	Refer to "Guidelines for Florida State And Local Law Enforcement Agencies in Dealing With Confidential Informants" when developing directive.
Observation of master file, maintenance system, and file security (including electronic/computerized systems).				
Files with confidential information redacted.		1	1	
Documentation of annual review		1	3YD	
Florida Statute 914.28		1	1	
Documentation of training		Sampling	Sampling	

CFA 3.0 – 18.03, 18.04

Comparative compliance (Bullets B, H, I, and J)
 Change notice 4.0.16 07/01/09
 Change notice 4.0.17 0/28/2009
 Change notice 4.0.18 02/03/2010

Standard		Review methods	Assessor Guidelines
18.04	A directive establishes steps to be followed when conducting preliminary investigations, to include:	I, O	Assessor will conduct interviews with officers and investigators to ensure preliminary investigations are being conducted in accordance with the directive.
A.	Observing all conditions, events, and remarks;	I, O	
B.	Locating and identifying <i>witnesses</i> ;	I, O	
C.	Maintaining the crime scene and protecting evidence;	I, O	
D.	Interviewing the complainant and the <i>witnesses</i> ;	I, O	
E.	Interviewing the suspect;	I, O	
F.	Arranging for the collection of evidence;	I, O	
G.	Effecting the arrest of the suspect; and	I, O	
H.	Reporting the incident fully and accurately.	I, O	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Completed report or case file addressing elements of the standard.	1	1	Multiple investigative files may be used to show compliance with this standard.

Standard		Review methods	Assessor Guidelines
18.05	A directive establishes follow-up investigative procedures to include:	I, O	Assessors will ask detectives to explain follow-up investigative techniques. Review case files with detectives identifying elements of the standard.
A.	Reviewing and analyzing all previous reports, agency records, laboratory examination results and <i>external sources</i> of information;	I, O	
B.	Conducting additional interviews;	I, O	
C.	Seeking additional information (i.e., from patrol officers, informants);	I, O	
D.	Conducting searches for additional physical evidence;	I, O	
E.	Identifying and apprehending suspects;	I, O	
F.	Determining involvement of suspects in other crimes;	I, O	
G.	Checking suspects' criminal histories; and	I, O	
H.	Preparing cases for court presentation.	I, O	
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
Case file documentation addressing elements of the standard.		1	1
			Multiple investigative files may be used to show compliance with this standard.

CFA 3.0 – 18.06, 18.08

Change notice 4.0.26 09/27/2012

Standard		Review methods	Assessor Guidelines
18.06 A directive governs the use of technical aids for the detection of deception in criminal investigations.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Examiner's completed report.	1	3YD	

CFA 3.0 – 18.09

Standard		Review methods	Assessor Guidelines
18.07 If technical aids for the detection of deception are used for any purpose, examiners must have a certificate of training.			Assessors will ensure certificates are on file for any examiner conducting civil, criminal or administrative examinations.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Certificates.	1 each	1 each	

CFA 3.0 – 13.07, 18.10

Change Notice 4.0.28 06/27/2013

Standard		Review methods	Assessor Guidelines
18.08 M A directive governs procedures for assuring compliance with constitutional requirements during criminal investigations to include interviews, interrogations, and access to counsel.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Completed forms.	Sampling	3YD	Forms may include signed Rights Card, or other forms used by the agency.

CFA 3.0 – 18.11M

Standard		Review methods	Assessor Guidelines
18.09	A directive establishes procedures to be followed when conducting field <i>interviews</i> , to include:		
A.	Identifying circumstances under which <i>field interviews</i> are appropriate;		
B.	Recording the contact; and		
C.	Distributing the record.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Completed <i>field interview</i> forms.	Sampling	3YD	

CFA 3.0 – 18.12

Comparative Compliance Standard

Standard		Review methods	Assessor Guidelines
18.10 M	A directive specifies procedures for search warrants, to include:		
A.	Drafting the warrant;		
B.	Approval process;		
C.	Execution of warrant;		
D.	Areas which may be searched;		
E.	Inventory; and		
F.	Return.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Review FS 933 to check for compliance.
Executed search warrant including inventory and return.	1	1	

CFA 3.0 – 18.13M

Comparative Compliance Standard
Change notice 4.0.18 02/03/2010

Standard		Review methods	Assessor Guidelines
18.11 M A directive specifies the manner in which law enforcement personnel respond to reports of domestic violence. The directive will include provisions for:		I	Assessors should not expect to see procedures for each bulleted item, "provisions" only require a statement in a document.
A.	Initial response and entry to the scene;	I	
B.	On-scene investigations;	I	
C.	Arrests;	I	
D.	<i>Victim</i> support services available;	I, O	Victims' rights and remedies notice in English and Spanish.
E.	Follow-up investigation;	I	
F.	Report writing and distribution in accordance with Florida Statute; and	I	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
G.	Domestic violence cases involving a sworn member.	I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Refer to FS 741.28 and 741.29.

CFA 3.0 – 18.14M

Comparative Compliance Standard
Change Notice 4.0.03 02/09/05
Change Notice 4.0.14 10/08/2008
Change Notice 4.0.19 07/01/2010

Standard		Review methods	Assessor Guidelines
18.12 M A directive specifies the manner in which law enforcement personnel respond to incidents of sexual violence. The directive will include provisions for:			Assessors should not expect to see procedures for each bulleted item; "provisions" only require a statement in a document.
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.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Completed reports.	Sampling	3YD	

CFA 3.0 – 18.15M

Comparative Compliance Standard

Standard		Review methods	Assessor Guidelines
18.13 M If the agency conducts surveillance operations, undercover operations, decoy operations, or raids, the agency has written guidelines which include provisions to address the following:		I	Assessors will look for guidelines and “provisions” for each bullet; agency not required to have policy for operations they do not conduct, confirmed by interviews.
A.	Level or authority that can approve an operation;	I	
B.	Designating a single person to command the operation;	I	“Surveillance” in this standard is a pre-planned operation as part of a formal criminal investigation.
C.	Establishing routine and emergency communications;	I	Includes requesting medical assistance.
D.	Notifying the patrol supervisor responsible for the target area;	I	Agency is not compelled to notify, but must have parameters for when notification is required or not necessary.
E.	Confirming target location;	I	
F.	Identifying and making contact with suspects; and	I	
G.	Documentation, as required by the agency.	I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Completed agency documentation, e.g. after-action reports, operations plans, incident reports.	1	3YD	

CFA 3.0 – 18.16M

Comparative Compliance Standard
Change Notice 4.0.04 06/29/05

Standard		Review methods	Assessor Guidelines
18.14 M	A 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 at a minimum:	I	
A.	Requirements for accepting missing child and missing adult reports;	I	
B.	Requirement for entry into FCIC/NCIC within two hours of receipt of the report;	I	
C.	Procedures for initiating, maintaining, closing, or referring a missing child or missing adult investigation;	I	
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; and	I	
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	I	
F.	Requirement to attempt to obtain a biological specimen for DNA analysis within 90 days if the missing person has not been located.	I	
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
		Accreditation Manager Notes	
		Refer to Florida Statutes 937.021 and 937.031.	

CFA 3.0 – None

Comparative compliance

Change notice 4.0.19 07/01/2010

Change notice 4.0.21 02/03/2011

Change notice 4.0.22 06/30/11

Standard		Review methods	Assessor Guidelines
18.15 M	A written directive establishes procedures for conducting photographic identification arrays and live lineups presented to eyewitnesses to include the following:		
A.	The creation, composition, and utilization of the photo array or lineup;		
B.	Standard instructions to be used by the investigator conducting the photo array or lineup to instruct the witness prior to the photo array or lineup;		
C.	A direction to the investigator conducting the array or lineup to avoid any conduct that might directly or indirectly influence the witness' decision, and to avoid comments or actions that suggest the witness did or did not identify the suspect when the array or lineup is completed;		
D.	Method(s) of presenting the array or lineup;		
E.	Discerning the level of confidence in an identification as expressed by the witness; and		
F.	Documenting the procedure and outcome of the array or lineup, including noting the witness' response and exact words.		
G.	Initial and periodic refresher training on the policy, of members involved in eyewitness identification efforts; and		
H.	Filing of the agency's current eyewitness identification policy with the appropriate State Attorney's Office.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Training documentation.	Sampling	Sampling 3YD	Agency policy must specify how often the training shall occur.
Proof of submission to the State Attorney's Office.	1	1	Agencies are required to file with SAO that handles its prosecutions, and state agencies with the SAO of the 2nd Judicial Circuit in Tallahassee.

CFA 3.0 – None

Change notice 4.0.21 02/03/2011

Change notice 4.0.23 09/29/2011

Standard		Review methods	Assessor Guidelines
18.16 M	A written directive establishes procedures for conducting showups as a type of eyewitness identification, to include the following:		
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.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – None

Change notice 4.0.21 02/03/2011

Standard		Review methods	Assessor Guidelines
18.17 M A directive requires a written report is submitted and a documented review conducted by a defined level of authority whenever any <i>member's</i> , action results in death or serious bodily injury. The member is removed from line of duty until a preliminary administrative review, as defined by the agency, is conducted.			Standard applies to sworn and civilians, both accidental and deliberate acts.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Documentation removing a member from line of duty.	1	3YD	
Documented preliminary <i>administrative review</i> .	1	1	
Written reports	1	3YD	
Review verification with level of authority noted.	1	3YD	

CFA 3.0 – 4.11M

Change notice 4.0.19 07/01/2010

Change notice 4.0.26 09/27/2012

Change notice 4.0.27 02/21/2013

CHAPTER 19

JUVENILE OPERATIONS

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 juvenile offenders, processing juvenile arrests, operating out of the juvenile justice system, and designing and implementing programs intended to prevent delinquent and criminal behavior by juveniles.

There are several options for law enforcement to deal with juveniles and agencies should establish guidelines and *criteria* for the use of each, 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.

Standard		Review methods	Assessor Guidelines
19.01	A directive specifies procedures pertaining to juvenile offenders, to include:		
A.	<i>Criteria</i> governing the referral of juvenile offenders to intake; and		
B.	<i>Criteria</i> and procedures for issuing written citations or summonses to juvenile offenders to appear at court in lieu of taking them into custody.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Completed citations and arrest reports, or summonses.	Sampling	Sampling 3YD	

CFA 3.0 – 19.01

Change notice 4.0.07 06/07/06

Standard		Review methods	Assessor Guidelines
19.02	A directive establishes procedures for processing juveniles, to include provisions for the following situations:		
A.	The juvenile is alleged to have engaged in non-criminal behavior; and		
B.	The juvenile is alleged to have been harmed or to be in danger of harm.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 19.02

Standard		Review methods	Assessor Guidelines
19.03 M	A directive establishes procedures for juveniles who have been taken into custody, to include at a minimum:		
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 <i>component</i> without undue delay unless a juvenile is in need of emergency medical treatment; and		
E.	Precautions to ensure no <i>regular contact</i> between adult and juvenile <i>detainees</i> .	OF	Regular contact: sight and sound contact. Separation of children from adults shall permit no more than haphazard or accidental contact.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Rights notification documentation.	1	1	
Guardian notifications documentation.	1	1	
Florida Statutes 985.101, 985.11, 985.115	1	1	

CFA 3.0 – 19.03M

Comparative Compliance Standard (Bullets C, E)
Change Notice 4.0.08 10/11/06
Change notice 4.0.18 02/03/2010

Standard		Review methods	Assessor Guidelines
19.04 M	A directive governs procedures for the custodial interview of juveniles, to include provisions for the following:		
A.	Conferring with parents or guardians; and		
B.	Limiting the duration of interviews and the number of members who engage in the interview.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 19.04M

CHAPTER 20

UNUSUAL OCCURRENCES

This chapter addresses situations of an emergency nature that result from disasters, civil disturbances, and civil defense emergencies. The standards outline the planning requirements associated with these events. Other chapters with standards related to this chapter include Chapter 21 - Special Operations, Chapter 14 - Training, and Chapter 36 - Property.

Standard		Review methods	Assessor Guidelines	
20.01 M	The agency has a plan(s) for responding to unusual occurrences that addresses the following:			
A.	Communications;			
B.	Field command posts;			
C.	Situation maps;			
D.	Supervisory authority to include all agencies or components involved;			
E.	Military support;			
F.	Traffic control;			
G.	Facility security;			
H.	Equipment requirements;			
I.	De-escalation procedures;			
J.	Court and prosecutorial liaison;			
K.	Legal authority;			
L.	Arrest, processing, transportation and confinement procedures;		The plan should include procedures for mass arrest.	
M.	Medical treatment;			
N.	Transportation;			
O.	Post-occurrence duties;			
P.	After-action reports; and			
Q.	Training.			
Compliance keys		Qty initial	Qty reaccred	Accreditation Manager Notes
Copy of <i>plan(s)</i> .		1 each	1 each	Agency should identify public facilities that require security, such as emergency shelters, including the law enforcement structures. Identify appropriate personnel for interviewing.
Proof of training.		1	3YD	
After action reports.		1	3YD	
Mutual Aid Agreement(s), if applicable.		1 each	1 each	

CFA 3.0 – 20.01M

Comparative Compliance Standard (Bullets C, D, E, G, J, K and Q)
Change Notice 4.0.03 02/09/05
Change Notice 4.0.10 06/06/07

Standard		Review methods	Assessor Guidelines
20.02 Equipment designated for use in unusual occurrence situations is inspected at least annually for operational readiness.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Proof of inspections.	Sampling	3YD	
Equipment list.	1	1	

CFA 3.0 – 20.02

Change Notice 4.0.10 06/06/07

Change Notice 4.0.12 02/20/08

Standard		Review methods	Assessor Guidelines
20.03 M Unusual occurrence <i>plans</i> include specific provisions and identify the position(s) responsible for the following:			
A.	Casualty information;		
B.	Rumor control;		
C.	Community relations; and		
D.	Public information.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Copy of <i>plan(s)</i> addressing elements of the standard.	1 each	1 each	“Community relations” refers to on-going programs with citizens and resources such as local fire department, state hazard response teams, etc. Public information is specific information generated to the public about the unusual occurrence.
News releases.	Sampling	Sampling	Any public education efforts should be included (classes, documents, meetings, announcements, etc.)

CFA 3.0 – 20.01M

Comparative Compliance Standard (bullets A and B)

Change Notice 4.0.10 06/06/07

Standard			Review methods	Assessor Guidelines
20.04M STANDARD DELETED – 06/27/2013				
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	

CFA 3.0 – 20.04M

Comparative Compliance Standard
Change Notice 4.0.28 06/27/2013

Standard			Review methods	Assessor Guidelines
20.05 A written directive establishes an <i>Incident Command System</i> for operations management and addresses the following:				
A.	System activation criteria;			
B.	Command protocol;			
C.	Written plans and procedures utilized;			
D.	Training of agency personnel;			
E.	Documented after-action report; and			
F.	Documented periodic training or operational exercise.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Written directive addressing elements of the standard.	1	1		
Training documentation.	Sampling	Sampling		
After action reports.	Sampling	Sampling 3YD		
Training/operational exercise documentation.	1	1		

CFA 3.0 - None

Comparative Compliance Standard (Bullets B, C, D and F)
Change Notice 4.0.10 06/06/07
Change notice 4.0.16 07/01/09

CHAPTER 21

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.

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.

Standard		Review methods	Assessor Guidelines
21.01 M	A directive establishes procedures for the following situations:		
A.	<i>Special Events</i> ;		Assessors should look for directives only. The policy should state what actions the department will take and who will be contacted for assistance, if agencies do not have specialized teams
B.	Dignitary protection; and		
C.	<i>Search and rescue</i> operations.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Agency must have procedures even if they don't have their own specialized units. Proofs from 21.02 – 21.07 are not required to be included in this file.

CFA 3.0 – 21.01M

Standard		Review methods	Assessor Guidelines
21.02 M	If the agency has a tactical team, a directive provides for the following, at a minimum:		
A.	Team member <i>selection criteria</i> ;	I	
B.	Specialized equipment;	OE	Observation bullet, need not be addressed in this directive.
C.	Annual team training and readiness exercises;	I, O	Observe if training is scheduled.
D.	Call out <i>criteria</i> and notification procedures;		
E.	Deployment procedures; and	I	Interview a member of the team.
F.	Duties and responsibilities.	I	Interview a member of the team.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Observation of equipment.			
Proof of training.	1	3YD	

CFA 3.0 – 21.02M, 21.04M

Comparative Compliance Standard (Bullets C, D, F)

Standard		Review methods	Assessor Guidelines
21.03 M	If the agency has hostage negotiators, a directive provides for the following, at a minimum:		
A.	<i>Selection criteria</i> ;	I	
B.	Specialized equipment;	OE	Observation bullet, need not be addressed in this directive.
C.	Training;	I, O	Observe if training is scheduled.
D.	Call out <i>criteria</i> and notification procedures;		
E.	Deployment procedures;	I	Interview a negotiator.
F.	Duties and responsibilities; and	I	Interview a negotiator.
G.	Interaction between hostage negotiation and tactical personnel.	I	Interview a negotiator.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Observation of equipment.			
Proof of negotiator's training.	1 each	1 each	

CFA 3.0 – 21.03M, 21.04M

Comparative Compliance Standard

Standard		Review methods	Assessor Guidelines
21.04 M	The agency has a written <i>plan</i> for handling a hostage/barricaded person situation which addresses the following:		
A.	Notification of appropriate personnel both inside and outside the agency;		
B.	Communications with other agencies;		
C.	Establishment of inner and outer perimeters;		
D.	Evacuation of bystanders;		
E.	Evacuation of injured persons;		
F.	Establishment of a central command post and chain of command;		
G.	Requests for ambulance, rescue, fire, or surveillance equipment;		
H.	News media policy and authorization for news media access;		
I.	Identification of person authorized to permit use of force;		
J.	<i>Pursuit</i> /surveillance vehicles and control of travel routes;		
K.	After action report; and		
L.	Periodic review of the plan.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
After action report	1	3YD	
Documentation of periodic review.	1	1	

CFA 3.0 – 21.04M

Comparative Compliance Standard (Bullets I, J, L)

Standard		Review methods	Assessor Guidelines
21.05 M	The agency has written guidelines for handling bomb related incidents and for gaining access to a bomb disposal unit. The guidelines will address the following:		If the agency has their own team, assessors may want to interview them.
A.	Role of members in obtaining details from the bomb threat caller;	I	Communications Center members should be interviewed for bullets A, B, and K
B.	Notification of persons in the agency chain of command;	I	
C.	Establishment of a security perimeter;		
D.	Organization of search teams;		
E.	Search procedures;		
F.	Equipment;	OE	
G.	Notification of the bomb disposal unit when a suspected device is located;		
H.	General evacuation <i>plan</i> ;		
I.	Coordination with the fire department;		
J.	Coordination with investigators or evidence specialists responsible for apprehending the bomb threat maker and/or gathering physical evidence;		
K.	Communications procedures during periods of radio silence; and	I	
L.	Post explosion procedures.		
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
Observation of equipment.			

CFA 3.0 – 21.05M

Comparative Compliance Standard

Standard		Review methods	Assessor Guidelines
21.06 STANDARD DELETED – 06/27/2013			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes

CFA 3.0 – 21.06

Comparative Compliance Standard
Change Notice 4.0.28 06/27/2013

Standard		Review methods	Assessor Guidelines
21.07	If the agency handles <i>special events</i> , the agency will have written guidelines which include provisions for the following:		
A.	Designation of a single person or <i>position</i> as the supervisor/coordinator for the coverage of a given event;		
B.	Estimate of traffic, crowd control, and crime problems expected for any given event;		
C.	Logistical requirements; and		
D.	Coordination inside and outside the agency.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written guidelines addressing elements of the standard.	1	1	
Documentation of actual special event operations.	1	3YD	

CFA 3.0 – 21.07

Comparative Compliance Standard

CHAPTER 22

TRAFFIC LAW ENFORCEMENT

This chapter addresses agency guidelines and procedures for handling traffic law violations and arrests.

Standard		Review methods	Assessor Guidelines
22.01	A directive describes agency procedures for traffic violations committed by:		
A.	Persons who are not residents of the service area;		
B.	Juveniles;		
C.	Foreign diplomats or consular officials; and		Refer to US Department of State Publication 10969, "Consular Notification and Access" for requirements if foreign diplomats or consular officials are detained longer than required for a normal traffic stop. Refer to US Department of State Publication "Diplomatic and Consular Immunity: Guidance for Law Enforcement and Judicial Authorities" for immunity guidelines.
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard		1	1

CFA 3.0 – 22.01

Change Notice 4.0.03 02/09/05

Standard		Review methods	Assessor Guidelines
22.02	Uniform traffic citations will be completed in accordance with DHSMV Uniform Traffic Citation Procedures manual.		
Compliance keys		Qty initial	Qty reaccred
DHSMV Uniform Traffic Citation Procedures Manual		1	1
Completed traffic citation		Sampling	Sampling 3YD

CFA 3.0 – 22.02

Comparative compliance

Change notice 4.0.07 06/07/06

Change notice 4.0.21 02/03/2011

Standard		Review methods	Assessor Guidelines
22.03 M	A directive provides guidelines for enforcement of traffic violations, to include:		Copies of completed citations are not required.
A.	Driving under the influence of alcohol and/or drugs violations;		
B.	Speed Violations		
C.	Other moving violations;		
D.	Equipment violations;		
E.	Public carrier or commercial violations;		
F.	Other nonmoving violations;		
G.	Multiple violations;		
H.	Newly enacted laws and/or regulations;		
I.	Physical arrest;		
J.	Citation; and		
K.	Warnings, if used.		
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1

CFA 3.0 – 22.03M

Standard		Review methods	Assessor Guidelines
22.04 M	A directive prescribes the proper use of the following equipment during emergency and non-emergency situations:	I	
A.	Emergency lights;	I	
B.	Sirens;	I	
C.	Hazard warning lights;	I	
D.	Spotlights, if equipped;	I	
E.	Public address systems, if equipped; and	I	
F.	Mobile video recorders, if equipped.	I	
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1

CFA 3.0 – 22.04M

Comparative Compliance Standard
Change notice 4.0.07 06/07/06

Standard		Review methods	Assessor Guidelines
22.05M	A directive establishes procedures for charging motorists for operating a motor vehicle after their driving privileges have been revoked. The directive will include procedures for circumstances warranting physical arrest and appropriate alternatives.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard	1	1	
Completed citation and related paperwork.	1	3YD	

CFA 3.0 – 22.06M

Standard		Review methods	Assessor Guidelines
22.06M	A directive establishes procedures to be followed after effecting the arrest of a person driving under the influence of alcohol or drugs.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard	1	1	
Completed citation and related paperwork	1	3YD	

CFA 3.0 – 22.07M

CHAPTER 23
TRAFFIC CRASH INVESTIGATIONS

This chapter establishes guidelines and procedures for traffic crash investigations.

Standard		Review methods	Assessor Guidelines
23.01	A directive specifies an agency's responsibilities involving any of the following traffic crash incidents:		Completed reports are not required for this standard.
A.	Death or injury;		
B.	Hit and run;		
C.	Impairment of an operator due to alcohol or drugs;		
D.	Damage to vehicles or property, including government owned;		
E.	Hazardous materials;		
F.	Disturbances between principals; or		
G.	Major traffic congestion as a result of a crash, or damage to vehicles to the extent that towing is required.		
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard		1	1

CFA 3.0 – 23.01

Standard		Review methods	Assessor Guidelines
23.02M	A directive states specific responsibilities of the first responding member at the scene of a crash. These procedures will include:		
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 <i>witnesses</i> and recording crash information;		
G.	Expediting the removal of vehicles and debris from the roadway; and		
H.	Hazardous material assessment.		
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1

CFA 3.0 – 23.02M

Comparative Compliance Standard (Bullets D, E, F, G)

Standard		Review methods	Assessor Guidelines
23.03M	A directive establishes procedures for the use of <i>temporary traffic control equipment</i> to regulate traffic at the scene of a crash in order to protect the scene and to temporarily detour traffic.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 23.04M

Standard		Review methods	Assessor Guidelines
23.04 M	A directive states that a member responding to the scene of a crash will take precautions to protect the owner's property from theft if the owner is unable to care for it. The directive will include procedures for inventory, removal, and storage of property.	I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Completed reports.	1	1	

CFA 3.0 – 23.05M

CHAPTER 24

TRAFFIC DIRECTION AND CONTROL

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, and clothing worn by members who perform these *functions*.

Standard		Review methods	Assessor Guidelines
24.01	A directive establishes procedures for manual traffic direction, to include standardized gestures to enhance driver and pedestrian recognition of and response to a member's directions.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 24.01

Standard		Review methods	Assessor Guidelines
24.02M	A directive requires members to wear high visibility clothing, such as reflective vests, while directing traffic.	OE	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Observation of high visibility clothing.			

CFA 3.0 – 24.02M

Standard		Review methods	Assessor Guidelines
24.03	A directive describes the routine and emergency circumstances when agency members may escort vehicles, to include at a minimum:		
A.	Public officials;		
B.	Dignitaries;		
C.	Emergency vehicles;		
D.	Funerals;		
E.	Oversize vehicles;		
F.	Hazardous or unusual cargo; and		
G.	Civilian vehicles in medical emergencies.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 24.03

Comparative Compliance Standard

Standard		Review methods	Assessor Guidelines
24.04 M	A directive describes the circumstances warranting the use of roadblocks and procedures for implementation to include, at a minimum:		
A.	The types of roadblocks authorized (moving, fixed, circle system);		
B.	The circumstances justifying their use, e.g., to stop a fleeing felon,;		
C.	The person who has authority to implement and/or cancel a roadblock;		
D.	The person in charge at the scene; and		
E.	Staffing arrangements.		
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1

CFA 3.0 – *24.04M

Change notice 4.0.07 06/07/06

Standard		Review methods	Assessor Guidelines
24.05	A directive describes the agency's adult school crossing guard program to include:		
A.	Authority and responsibilities;		
B.	State certified training regardless of population and salary;		
C.	Selection <i>criteria</i> ;		
D.	Distinctly different uniforms from sworn members; and	OP	
E.	Recertification/evaluation regardless of population and salary.		
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
Certificates of training.		Sampling	Sampling 3YD
Photographs of school crossing guard member uniforms.			
Certificates of recertification training.		Sampling	Sampling 3YD

CFA 3.0 – 24.05

Comparative Compliance Standard (bullets B and E)

Standard		Review methods	Assessor Guidelines
24.06 If the agency uses non-sworn members to conduct traffic direction and control, a directive describes the following:			
A. Authority and responsibilities; and			
B. Training.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard	1	1	This standard does not apply to school crossing guards.
Training documentation	Sampling	Sampling	

CFA 3.0 – 24.06

Comparative Compliance Standard
Change notice 4.0.07 06/07/06

CHAPTER 25

TRAFFIC ANCILLARY SERVICES

This chapter addresses assistance and protection provided to highway users, procedures for reporting and correcting hazardous highway situations, and the towing of private vehicles.

Standard		Review methods	Assessor Guidelines
25.01	A directive describes procedures for rendering assistance for the following, at a minimum:		
A.	Protection to persons stranded on the highway;		
B.	Emergency assistance to highway users;		
C.	Taking action to correct hazardous highway conditions; and		
D.	Control or removal of roadway hazardous materials.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 25.01

Standard		Review methods	Assessor Guidelines
25.02 M	A directive requires that the towing of all vehicles be documented and includes the following information, at a minimum:		
A.	Time;		
B.	Date;		
C.	Location;		
D.	Requesting member;		
E.	Reason for removal or tow;		
F.	Towing service name;		
G.	Location of the vehicle;		
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.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Tow log/sheet indicating items required by this standard.	1	1	

CFA 3.0 – 25.02M

Comparative Compliance Standard

CHAPTER 26

CRIMINAL INTELLIGENCE

The criminal intelligence *function* is principally concerned with the collection, processing, and dissemination of information relating to specified crimes and criminal activities. These areas of concern vary widely among law enforcement jurisdictions, but typically include organized crime, vice, illegal drug trafficking, terrorism, gangs, and civil disorders. The intelligence function should be a source of information for 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 that agencies properly safeguard intelligence records and information, and the integrity of the intelligence effort in accordance with Florida Statutes.

Standard		Review methods	Assessor Guidelines
26.01 M	A directive provides procedures for ensuring the legality and integrity of the intelligence effort to include the following:	I	
A.	Procedures for ensuring information collected is limited to criminal conduct and relates to activities that present a threat to the community;	I	
B.	Procedures for the utilization of intelligence members, equipment, and techniques;	I	
C.	Descriptions of the types or quality of information that may be included in the system; and	I	
D.	Methods for purging information which is no longer active.	I	
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
Records disposition document		1	1
GS-2 Item #30.		1	1

CFA 3.0 – 26.01M

Change notice 4.0.18 02/03/2010

Standard		Review methods	Assessor Guidelines
26.02 M	A directive describes procedures for safeguarding intelligence information, to include:		
A.	A system for dissemination to appropriate internal components and other criminal justice agencies;	I	
B.	Collation and analysis in a secure environment;	I, OS	
C.	Security measures to protect against unauthorized attempts to access, modify, remove, or destroy stored information; and	I, OS	
D.	All intelligence records are secured in an area separate from the agency's central records <i>function</i> .	I, OS	
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
Observation of security system.			

CFA 3.0 – 26.02M

Comparative Compliance Standard

CHAPTER 27

MISCONDUCT COMPLAINT PROCESSING

Every law enforcement agency shall establish and put into operation 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*.

Standard		Review methods	Assessor Guidelines
27.01 M	A directive establishes procedures for investigating all <i>complaints</i> against the agency or its members, to include:		
A.	Types of <i>complaints</i> to be investigated by line supervisors;		
B.	Types of <i>complaints</i> that require investigating by the internal affairs <i>function</i> ;		
C.	Types of <i>complaints</i> to be reviewed by the internal affairs <i>function</i> ;		
D.	Procedures for maintaining a record of <i>complaints</i> received by the agency in accordance with Florida Statutes;	I	
E.	Maintaining the confidentiality of <i>internal affairs investigations</i> in accordance with Florida Statutes;	I	
F.	Secure storage of internal affairs records; and	OS	
G.	Provisions for releasing information at the conclusion of the investigation, upon request, and in conformance with the public records law.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Florida Statutes 112.533, 119.07
Complaint documentation.	1 each type	1 each type	Include one from bullet A, one from bullet B.
Observation of secure storage.			

CFA 3.0 – 27.01M

Comparative Compliance Standard (Bullet C)

Change notice 4.0.18 02/03/2010

Change notice 4.0.29 09/25/2013

Standard		Review methods	Assessor Guidelines
27.02 M	A directive requires that when members are notified that they are the subject of an <i>internal affairs investigation</i> , the agency issues the member written notification of the allegations and the member's rights and responsibilities relative to the investigation.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Documentation demonstrating written notification of the allegation issued to member.	Sampling	Sampling 3YD	
Documentation demonstrating issuance of members rights and responsibilities notification.	Sampling	Sampling 3YD	

CFA 3.0 – 27.02M

Change notice 4.0.16 07/01/09

Standard		Review methods	Assessor Guidelines
27.03	A directive describes the circumstances under which a member may be relieved from duty.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 27.03

Standard		Review methods	Assessor Guidelines
27.04	A directive specifies the conditions under which the following may be used in <i>internal affairs investigations</i> :		
A.	Medical or laboratory examinations;		
B.	Member photographs;		
C.	Lineups;		
D.	Financial disclosure statements; and		
E.	Instruments for the detection of deception.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 27.04

Standard		Review methods	Assessor Guidelines
27.05 A directive describes the various <i>conclusions of fact</i> used by the agency to categorize each allegation of misconduct.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Documentation demonstrating the various conclusions of fact.	1 each type	1 each type	

CFA 3.0 – 27.05

Change Notice 4.0.09 02/27/07

Standard		Review methods	Assessor Guidelines
27.06 M A directive requires that, upon conclusion of an internal investigation, the complainant and the affected member receive written notification of the conclusion of fact.			This standard applies to formal <i>internal affairs investigations</i> .
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Documentation of written notification of the conclusion of fact to complainant and member.	1	3YD	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.

CFA 3.0 – 27.06M

Comparative Compliance Standard
Change notice 4.0.18 02/03/2010
Change notice 4.0.21 02/03/2011

CHAPTER 28

PUBLIC INFORMATION

To ensure effective law enforcement, agencies must have support from the communities they serve. In order to obtain this support, agencies must inform the public and news media of events in a timely and open manner. These standards establish the public information *function*. This chapter will also establish procedures for press releases, access to new reports, and the release of information.

Standard		Review methods	Assessor Guidelines
28.01	A directive establishes a public information <i>function</i> , to include:		
A.	Assisting the media in covering news stories and at crime scenes;	I	
B.	Being available for on-call responses to the news media;		
C.	Preparing and distributing agency news releases;		
D.	Arranging for, and assisting at news conferences;		
E.	Coordinating and authorizing the release of information about <i>victims, witnesses, and suspects</i> ; and	I	
F.	Coordinating and authorizing the release of information concerning confidential investigations and operations in accordance with state statutes.	I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Refer to Florida Statute Chapter 119.
Agency news release.	1	1	
Job description or job task analysis	1	1	

CFA 3.0 – 28.01

Comparative Compliance Standard (Bullet B)
Change notice 4.0.18 02/03/2010

Standard		Review methods	Assessor Guidelines
28.02	A directive establishes procedures for news releases, to include:		
A.	Subject matter; and		
B.	Persons authorized to release information.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 28.02

Comparative Compliance Standard

Standard		Review methods	Assessor Guidelines
28.03	A directive establishes guidelines for news media representatives, including photographers, to access:		
A.	Scenes of major fires, natural disasters, or other catastrophic events; and		
B.	Crime scene perimeters.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 28.03

Standard		Review methods	Assessor Guidelines
28.04	A directive establishes guidelines for the release of information related to ongoing investigations. The directive will address the following, at a minimum:		
A.	The prior criminal record, character, or reputation of the accused;		
B.	Photographs of accused;		The directive should contain information to guide the agency when the accused is an agency member.
C.	The existence of any confession, admission of guilt, or statements or refusal of statements made by the accused;		The directive should contain information to guide the agency when the accused is an agency member.
D.	The results of any examinations or tests of the accused;		
E.	The identity, testimony, or credibility of a prospective <i>witnesses</i> ;		
F.	Opinions of agency members regarding the guilt or innocence of the accused or merits of the case;		
G.	Personal information identifying the <i>victim</i> ;		
H.	Information pertaining to juveniles; and		
I.	Releasing information when other public service agencies are involved in a mutual effort.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Refer to FS 119 for guidelines on releasing information.

CFA 3.0 – 28.04

Comparative Compliance Standard
Change notice 4.0.18 02/03/2010

Standard			Review methods	Assessor Guidelines
28.05 M A directive describes procedures for registering <i>sexual predators</i> and community notification in accordance with Florida statute.			I	Municipal agencies must have procedures to refer sexual predators to the appropriate registering agency. They must also provide for community notification.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Written directive addressing elements of the standard.	1	1		
Documentation showing registration.	1	1		
Documentation showing community notification.	1	1		
Florida Statute 775.21.	1	1		

CFA 3.0 – 28.05M

Comparative Compliance Standard

Change notice 4.0.18 02/03/2010

Standard			Review methods	Assessor Guidelines
28.06 M A directive describes procedures for registering <i>sexual offenders</i> in accordance with Florida statute.			I	Municipal agencies must have procedures to refer sexual offenders to the appropriate registering agency. Municipal agencies may not N/A this standard.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Written directive addressing elements of the standard.	1	1		
Documentation showing registration.	1	1		
Florida Statute 943.0435.	1	1		

CFA 3.0 – 28.06M

Comparative Compliance Standard

Change notice 4.0.18 02/03/2010

CHAPTER 29

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.

Standard		Review methods	Assessor Guidelines
29.01 M	A directive describes procedures for transporting <i>prisoners/detainees</i> , to include:		
A.	<i>Prisoners/detainees</i> of the opposite sex;		
B.	Sick, disabled, or injured <i>prisoners/detainees</i> ;		
C.	Juvenile offenders; and		
D.	Violent <i>prisoners/detainees</i> .		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Refer to FS 985.101 for information on transporting juveniles and adults in the same vehicle.

CFA 3.0 – 29.01M

Comparative Compliance Standard (Bullets A, C, D)
Change notice 4.0.18 02/03/2010

Standard		Review methods	Assessor Guidelines
29.02 M	A directive requires that all <i>prisoners/detainees</i> are searched for weapons and contraband prior to transport.		This requirement applies to all transports including transfers from other officers or agencies.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 29.02M

Change Notice 4.0.08 10/11/06

Standard		Review methods	Assessor Guidelines
29.03	A directive stipulates circumstances under which the transporting officer can stop to respond to the need for law enforcement services while transporting a <i>prisoner/detainee</i> .		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – None

Standard		Review methods	Assessor Guidelines
29.04 M	A directive describes procedures to follow when an escape occurs during lawful custody within and outside the agency's jurisdiction. The directive addresses the following, at a minimum:		
A.	Persons to be notified;		
B.	Reports to be prepared; and		
C.	Actions to be taken.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Completed reports.	Sampling	Sampling	

CFA 3.0 – 29.04M

Change notice 4.0.26 09/27/2012

Standard		Review methods	Assessor Guidelines
29.05 M	A directive describes security procedures when a <i>prisoner/detainee</i> is transported or admitted to a <i>medical care facility</i> .		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 29.05M

Standard		Review methods	Assessor Guidelines
29.06 M	A directive describes members' actions upon arrival at a facility, court, or other agency when delivering <i>prisoners/detainees</i> . The directive addresses the following, at a minimum:	I	
A.	Securing weapons;	I, OS	Observation of method to secure weapons.
B.	Removing <i>restraining devices</i> ;	I	
C.	Documentation delivered to the receiving officer;		
D.	Documentation detailing the <i>prisoner/detainee</i> transfer; and		
E.	Advising receiving agency personnel of any potential medical or security hazards.	I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Completed reports or activity logs with notations.	Sampling	Sampling	
<i>Prisoner/detainee</i> transfer documentation.	Sampling	Sampling	

CFA 3.0 – 29.06M

Change notice 4.0.18 02/03/2010

Standard		Review methods	Assessor Guidelines
29.07 M	A directive describes <i>restraining devices</i> and methods to be used during <i>prisoner/detainee</i> transports with exceptions noted.	I	Interview to determine common practice for exceptions.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 29.07M

Standard		Review methods	Assessor Guidelines
29.08 M A directive provides provisions for the examination of all vehicles used for transporting <i>prisoners/detainees</i> .		I	Agency must address the examination of both assigned and unassigned vehicles.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 29.08M

Change notice 4.0.15 02/25/09

Change notice 4.0.16 07/01/09

CHAPTER 30

HOLDING AREAS

Standards in this chapter apply to agencies that operate “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. These holding areas may be staffed by detention or law enforcement personnel. These standards establish minimum guidelines and criteria to ensure the safety and security of the public, prisoner/detainee, and members. All agencies that operate a holding facility must comply with the standards in Chapter 30, if applicable.

Change Notice 4.0.01 06/23/04

Change notice 4.0.07 06/07/06

Standard		Review methods	Assessor Guidelines
30.01 M	<i>Holding areas</i> provide the following minimum conditions for <i>prisoners/detainees</i> :	OF	
A.	Adequate lighting;	OF	
B.	Circulation of fresh or purified air;	OF	
C.	Access to a toilet, sink, and drinking water; and	OF	
D.	Controls to reduce the possibility of invading a <i>prisoner/detainees'</i> privacy.	OF	
Compliance keys		Qty initial	Qty reaccred
Observation of <i>holding areas</i> .			
		Accreditation Manager Notes	

CFA 3.0 – *30.01M

Change notice 4.0.07 06/07/06
 Change notice 4.0.18 02/03/2010

Standard		Review methods	Assessor Guidelines
30.02 M	The facility has an automatic fire alarm and heat and smoke detection system, fire equipment approved in writing by state or local fire officials, and a directive prescribing fire prevention practices and procedures, to include:		
A.	Regular inspection of fire detection devices and alarm systems for damage or tampering. If the cell is used infrequently, it is inspected prior to placing a <i>prisoner/detainee</i> in the cell;		Assessors should verify that reasonable provisions for testing or self-testing of the technology used are in place.
B.	Documented 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, and as required by the applicable fire code; and		
D.	A written <i>plan</i> and posted evacuation map for the facility complete with marked emergency exits and marked direction to hazard free areas.	OF	
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
Documentation of maintenance.		Sampling	Sampling
Applicable fire code or governing authority.		1	1
Observation of posted evacuation map and emergency exit signs.			
		Accreditation Manager Notes	

CFA 3.0 – 30.02M

Change notice 4.0.24 02/23/2012

Standard		Review methods	Assessor Guidelines	
30.03 M	A directive describes the operations of the <i>holding area</i> and addresses the following, at a minimum:			
A.	All weapons will be secured before entering the <i>holding area</i> , with exceptions specified;	OS	Both lethal and less-lethal weapons must be addressed.	
B.	Conditions under which a member enters an occupied <i>holding area</i> ;	I		
C.	Designation of <i>holding area</i> doors which are to be secured and when;	OS		
D.	Procedures for security checks of each <i>holding area</i> for weapons, contraband, and damaged equipment prior to use;	I		
E.	An alert system between <i>holding areas</i> to a designated control point in the event of an emergency; and	OF, OE	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.	
F.	A security alarm system is linked to a designated control point if sworn members are not equipped with "alert" or "panic alarm" systems, or a means of two-way communication.	OF, OE		
Compliance keys		Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.		1	1	
Observation of secured weapon storage.				
Observation of alert system.				
Observation of security alarm system.				

CFA 3.0 – 30.03M

Standard		Review methods	Assessor Guidelines	
30.04 M	A directive describes procedures for processing <i>prisoners/detainees</i> . The directive requires:			
A.	The search of each <i>prisoner/detainee</i> prior to entering the <i>holding area</i> ;	I		
B.	An itemized inventory and secure storage of all property taken; and	OS		
C.	Release of personal property to a transporting officer, if other than the arresting officer.			
Compliance keys		Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.		1	1	
Completed inventory form.		Sampling	Sampling	
Observation of secure storage.				

CFA 3.0 – 30.04M

Comparative Compliance Standard (Bullet C)

Standard		Review methods	Assessor Guidelines
30.05	A directive governs access of nonessential members to the <i>holding area</i> .		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 30.05

Standard		Review methods	Assessor Guidelines
30.06 M	A directive requires 24 hour supervision of <i>prisoners/detainees</i> by agency staff and includes:		
A.	Visual observation at least every thirty minutes;		
B.	Procedures for supervision of <i>prisoners/detainees</i> that are the opposite sex of the staff member providing supervision; and		
C.	If a <i>prisoner/detainee</i> is to be secured to an immovable object, it will be designed and intended for such use.	OF	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Observation of holding area			

CFA 3.0 – 30.06M

Standard		Review methods	Assessor Guidelines
30.07 M	If holding areas are equipped with video surveillance with the ability to observe <i>prisoners/detainees</i> , a directive includes:	OE	
A.	Controls to reduce the possibility of invading a <i>prisoner/detainee's</i> privacy; and	O	
B.	Measures to ensure immediate intervention for <i>prisoner/detainee</i> emergencies.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Observation of electronic surveillance equipment.			

CFA 3.0 – 30.06M

Comparative Compliance Standard (Bullet B)
Change Notice 4.0.28 06/27/2013

Standard		Review methods	Assessor Guidelines
30.08 M	If males, females, and/or juveniles are required to be detained at the same time, detainees are separated in order to prevent <i>regular contact</i> .	OF	FS 985.115
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Observation of <i>holding areas</i> .			

CFA 3.0 – 30.07M

Standard		Review methods	Assessor Guidelines
30.09 M	A written directive describes procedures to follow when a <i>prisoner/detainee</i> is in need of, or requests medical assistance.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 30.08M

Standard		Review methods	Assessor Guidelines
30.10 DELETED	Change notice 4.0.07 06/07/06		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes

Standard		Review methods	Assessor Guidelines
30.11	Procedures for gaining access to medical services are posted in areas used by <i>prisoners/detainees</i> , in the language(s) prevalent to the <i>service community</i> .	OF	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Observation of posted signs.			

CFA 3.0 – 30.10

Standard		Review methods	Assessor Guidelines
30.12 M	A directive describes procedures for handling <i>prisoners/detainees</i> who are self destructive, violent, ill, injured, or under the influence of alcohol or drugs. The directive includes procedures for segregating <i>prisoners/detainees</i> , when appropriate.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 30.11M

Standard		Review methods	Assessor Guidelines
30.13	A directive describes procedures to be followed in the event of an escape to include, at a minimum:		
A.	Sounding of alarms;		
B.	Persons to be notified;		
C.	Actions to be taken;		
D.	Assignment of available members;		
E.	Mobilizing resources;		
F.	Ending alert; and		
G.	Reports to be prepared.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Completed reports.	Sampling	Sampling	

CFA 3.0 – 30.12

Comparative Compliance Standard

Standard		Review methods	Assessor Guidelines
30.14 M	A directive requires that affected members receive training on the operation of the <i>holding area</i> commensurate with their level of assignment. Training will include fire suppression techniques and use of fire suppression and safety equipment provided for use.		File may contain evidence of training such as orientation checklist, memoranda, and attendance rosters.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Documentation of training.	Sampling	Sampling	

CFA 3.0 – 30.13M

Standard		Review methods	Assessor Guidelines
30.15 M	A directive governs control of maintenance tools and, if provided, eating utensils.		Control of maintenance tools is twofold: equipment allowed to be used by agency members and equipment used by outside maintenance workers.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – *30.14M

Change notice 4.0.07 06/07/06

Standard		Review methods	Assessor Guidelines
30.16 M	A first aid kit containing current supplies is available in all facilities. At a minimum, a documented monthly inspection is conducted and supplies are replenished as necessary.	OE	For this standard, “current supplies” refers to items with expiration dates that have not expired.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Observation of first aid kit.			
Documentation of monthly inspection.	2 months consecutive	2 months consecutive 3YD	

CFA 3.0 – 30.15M

Change notice 4.0.15 02/25/2009

30.17M DELETED	Change notice 4.0.07	06/07/06	

Standard			Review methods	Assessor Guidelines
30.18	A directive prescribes space arrangements and procedures to follow in the event of a group arrest that exceeds the maximum capacity of the holding facility.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Written directive addressing elements of the standard.	1	1		

CFA 3.0 – 30.17

Standard			Review methods	Assessor Guidelines
30.19 M	A directive requires positive identification of the <i>prisoner/detainee</i> upon release and governs the return of property upon release.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Written directive addressing elements of the standard.	1	1		

CFA 3.0 – 30.18M

30.20M DELETED	Change notice 4.0.07	06/07/06	

30.21M DELETED	Change notice 4.0.07	06/07/06	

30.22M DELETED Change notice 4.0.07 06/07/06				

30.23M DELETED Change notice 4.0.07 06/07/06				

30.24M DELETED Change notice 4.0.07 06/07/06				

30.25M DELETED Change notice 4.0.07 06/07/06				

CHAPTER 31

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, and equipment used to protect the various court participants as well as the public.

Standard		Review methods	Assessor Guidelines
31.01 M	The agency has a directive regulating courtroom/courthouse security and protection, which includes at a minimum:		Both courthouse and courtroom security must be addressed.
A.	The agency's role and authority for court security;		
B.	Court security for agency personnel assigned to the <i>function</i> ;		
C.	Identification of an agency <i>position</i> responsible for court security;		
D.	Security of the physical plant;	OF, OS	
E.	Hostage situation response;		
F.	High-risk trials;		
G.	Emergency procedures for fires, bombs, and		
H.	Emergency medical procedures;		
I.	Evacuation routes; and	OF	
J.	Communications.	OF, OE	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Observation/photographs of the evacuation routes.	1	1	
Observation of communications system.			
<i>Job task analysis</i> or <i>job description</i> .	1	1	
Courtroom/courthouse security <i>plans</i> .	1	1	

CFA 3.0 – 31.01M

Comparative Compliance Standard (Bullets E, F, G, H, I)
Change notice 4.0.07 06/07/06

Standard		Review methods	Assessor Guidelines
31.02	If policies prohibit weapons in areas of the courthouse, a secure area will be provided in a controlled location having limited access by the public.	OF, OS	Courthouse policy does not have to be in writing.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Observation of secure area with limited access.			

CFA 3.0 – 31.02

Standard		Review methods	Assessor Guidelines
31.03	A directive addresses equipment used for the court security function to include availability, readiness, and secure storage.	OF, OE, OS	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Observation of availability, readiness, and secure location.			
Evidence of equipment maintenance.	1	Sampling	Documentation may not be required to prove maintenance.

CFA 3.0 – 31.03, 31.04

Change notice 4.0.07 06/07/06

Standard		Review methods	Assessor Guidelines
31.04	If prisoners are not brought into the courthouse through controlled and secured doors, the agency has established procedures that restrict public contact.	I, OF, OE, OS	Interview to confirm compliance. If taken as N/A, observation of controlled and secured doors.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Observation of controlled and secure doors, if applicable.			
Observation of restricted public contact.			

CFA 3.0 – 31.05

Comparative Compliance Standard

Standard		Review methods	Assessor Guidelines
31.05 M	A directive requires documented inspections of courtrooms for contraband prior to court beginning.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Inspection documentation.	Sampling	3YD	

CFA 3.0 – 31.06

Comparative Compliance Standard

Standard		Review methods	Assessor Guidelines
31.06 M	A directive specifies procedures for the examination of articles which are hand carried into the courtroom.	O	Assessor should observe the process, if possible.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 31.07

Comparative Compliance Standard

31.07 DELETED Change notice 4.0.07 06/07/06			

Standard		Review methods	Assessor Guidelines
31.08	A directive provides procedures for the control of electronic and manual keys to the courthouse and courtrooms.	OF, OE, OS	Assessor will verify control system for courthouse and courtroom, consider terminated and reassigned employees. This standard applies to agency members only.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Observation of key control system.			

CFA 3.0 – 31.09

Comparative Compliance Standard
Change Notice 4.0.14 10/08/2008

Standard		Review methods	Assessor Guidelines
31.09	Courtrooms are equipped with duress alarms which can be operated from the Judge's area and terminated at a location where an immediate response can be made.	OE	
A.	Duress alarms are checked for operational readiness and documented each day a court is in session.		
B.	Courtrooms will be equipped with at least one form of external voice communications.	OF, OE, OS	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Observation of duress alarms and external communications equipment.			
Documentation of daily checks for operational readiness.	Sampling	3YD	

CFA 3.0 – 31.10

Change notice 4.0.07 06/07/06

CHAPTER 32

CIVIL PROCESS

This chapter addresses civil process originating with the court and served or executed by members of Sheriff's Offices. These standards include financial requirements, proper documentation, and property management. Standards 32.01 and 32.02 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 32.01 and 32.02 are applicable to University police departments that have been requested by the Sheriff of their county to serve domestic violence injunctions (FS 1012.97). (Change notice 4.0.16 07/01/09)

Standard		Review methods	Assessor Guidelines
32.01	A directive requires that the service, execution, and attempts to serve civil process are documented and include the following:		
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.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Documentation showing elements of the standard	Sampling	3YD	
Florida Statute.	1	1	FS 741.30 – Domestic Violence Injunctions
Authorization from Chief Judge for municipal agencies.	1	1	
Sheriff's request for University agencies.	1	1	FS 1012.97

CFA 3.0 – 32.01

Change notice 4.0.16 07/01/09

Standard		Review methods	Assessor Guidelines
32.02	A directive provides procedures for the service or execution of civil process within and outside local jurisdictions. The directive will include, at a minimum:		
A.	The role of the process server;		
B.	The responsibilities relating to the methods of service and the actions required of the process server;		Methods of service can be found in Florida Statutes, Chapter 48.
C.	Each type of process and the identification of any unique requirements of a particular process; and		
D.	Guidelines for response to resistance, if encountered, when executing civil process.		
Compliance keys	Qty initial	Qty reaccrd	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Authorization from Chief Judge for municipal agencies.	1	1	FS 741.30 – Domestic Violence Injunctions
Sheriff's request for University agencies.	1	1	FS 1012.97

CFA 3.0 – 32.02

Change notice 4.0.15 02/25/09

Change notice 4.0.16 07/01/09

Standard		Review methods	Assessor Guidelines
32.03	A directive states that only sworn officers may execute orders for civil arrests or writs requiring the seizure of real or personal property.		
Compliance keys	Qty initial	Qty reaccrd	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 32.03

Comparative Compliance Standard

Standard		Review methods	Assessor Guidelines
32.04 M	A directive provides procedures for the receipt, disbursement, and quarterly <i>internal audits</i> of funds administered for the civil process <i>function</i> .	I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Proof of receipts, disbursements, and audits.	Sampling	1 each 3YD	

CFA 3.0 – 32.04

Change Notice 4.0.28 06/27/2013

Standard		Review methods	Assessor Guidelines
32.05	A directive provides procedures for accountability and recording of all real and personal property received by the agency pursuant to the service of civil process. Procedures will include recording the following, at a minimum:		
A.	Description of property;		
B.	Identification numbers, if applicable; and		
C.	Name of the person from whom the property was received.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Documentation showing elements of standard.	Sampling	3YD	

CFA 3.0 – 32.05

Standard		Review methods	Assessor Guidelines
32.06	A directive describes procedures and methods for the disposition of property acquired through civil process. Disposition will be pursuant to legal authority.		FS Chapter 56
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Florida Statute.	1	1	
Documentation of disposition of property.	Sampling	Sampling 3YD	

CHAPTER 33

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 shared or multi-jurisdictional entity, the agency receiving services should rely on documents developed by the outside communications center to prove compliance with these standards. If the agency providing services is already accredited with CFA, the agency receiving those services may prove compliance by showing documentation they are currently accredited with CFA. If the agency providing services is already accredited with CALEA the agency receiving those services may prove compliance by showing documentation they are currently accredited with that organization, with the exception of Standards 33.11M, bullet F, 33.16M, 33.17M, and 33.18M which are specific to Florida and will require proofs of compliance.

Change Notice 4.0.04 06/29/2005

Change Notice 4.0.08 10/11/2006

Change notice 4.0.22 06/30/2011

Change Notice 4.0.25 06/28/2012

Change Notice 4.0.28 06/27/2013

Standard		Review methods	Assessor Guidelines
33.01 M The agency restricts access to the Communication Center.		I, OF, OS	Assessor must observe the facility.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Observation of restricted access.			A locked door is not required by this standard. Agency policy will limit access and address authorized classes of personnel that can enter the area.
Agency directive, if issued	1	1	

CFA 3.0 – 33.01M

Standard		Review methods	Assessor Guidelines
33.02 A directive establishes procedures for handling calls received through text telephone(s) (<i>TTY</i>) or Telecommunications Relay Services (<i>TRS</i>).		I, O	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

New standard

Change notice 4.0.16 07/01/09

33.03 DELETED Change notice 4.0.07 06/07/06			

Standard		Review methods	Assessor Guidelines
33.04 M	The agency maintains a continuous recording of radio transmissions and emergency telephone conversations within the Communications Center and establishes procedures for:	OE	Be careful of direct connect phones in the communications center; ensure they are not being used for dispatching (unless center is equipped to automatically records direct connect communications) and would not present any situations when an unrecorded emergency telephone conversation might occur.
A.	Maintaining the recordings for 30 days;	OE	Assessor to observe 30-day recordings.
B.	Secure handling and storage for recordings;	OE, OS	Assessor to observe secure storage.
C.	<i>Criteria</i> and procedures for reviewing recorded conversations; and		
D.	Recording outgoing calls from the Communications Center.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	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. Refer to Florida Statute 934.03(2)(g)2.
Observation of continuous recording system, recordings, and secure storage.			

CFA 3.0 – 33.05M

Change notice 4.0.25 06/28/2012

Standard		Review methods	Assessor Guidelines
33.05 M	The dispatch center has the ability to immediately playback radio and emergency telephone conversations.	OE, OR	Assessor should ask for demonstration.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Observation of playback function.			

CFA 3.0 – 33.06M

Standard		Review methods	Assessor Guidelines
33.06	A directive establishes procedures for handling and forwarding misdirected emergency calls, and hangup emergency calls.	I	Interview affected members.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Change notice 4.0.20 10/14/2010			

Standard		Review methods	Assessor Guidelines
33.07	A directive specifies procedures for obtaining information appropriate for the type of call received.	I	Interview affected members.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 33.08

Standard		Review methods	Assessor Guidelines
33.08 M	Communications personnel have immediate access to the following resources, at a minimum:	OE	
A.	Officer in charge;	OE	
B.	Duty rosters;	OE	
C.	Home telephone numbers of every member;	OE	
D.	Telephone numbers of emergency service agencies; and	OE	
E.	Visual depictions of the agency's current service area.	OE	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Observation of immediate access to elements of the standard.			

CFA 3.0 – 33.09M, 33.11, 33.13

Standard		Review methods	Assessor Guidelines
33.09	A directive establishes procedures for procuring external services, to include:		
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 <i>component</i> of the agency.		Other services may include animal control, railroad company, traffic engineering, street lights, other city or county services, etc.)
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Completed complaint card or CAD screen printout demonstrating procurement of external services.	1 each bullet	1 each bullet	

CFA 3.0 – 33.10

Standard		Review methods	Assessor Guidelines
33.10	Communications members have immediate access to all tactical dispatching <i>plans</i> , which include procedures to be followed in directing resources and obtaining information on crimes in progress.	O	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Observation of immediate access to elements of the standard.			

CFA 3.0 – 33.12

Change notice 4.0.07 06/07/06

Standard		Review methods	Assessor Guidelines
33.11 M	A directive establishes procedures for radio communications to and from field members, to include:		
A.	Specification of the circumstances requiring radio communications by members;		
B.	Documenting initial status and any change in status;	O	
C.	The methods used for identifying members during radio transmissions;	O	
D.	Communication with interacting agencies;	O	
E.	<i>Criteria</i> 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.	I	Ensure guidelines are in place for the entire shift, to include “in-between” calls for service or other activity.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
List of members' identification numbers.	1	1	
Observation of member status system.			

CFA 3.0 – 33.14M

Comparative Compliance Standard (bullet F)
Change notice 4.0.17 10/28/2009

Standard		Review methods	Assessor Guidelines
33.12 M	The agency has security measures for the protection of communications members, facility, and equipment to include, at a minimum:	OS	Assessors will confirm that security measures are appropriate for the agency environment. Factors to consider include: location of equipment; proximity to the public; potential public access. Deterrence should be obvious and limit vulnerability to vandals or saboteurs.
A.	Backup resources; and	OS	
B.	Security for antennas and power sources.	OS	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Observation of security measures for members, backup resources, antennas, and power sources.			

CFA 3.0 – 33.15M

Standard		Review methods	Assessor Guidelines
33.13 M	The agency has an emergency power generator to ensure continued power to the Communications Center in the event of power failure. Documented testing occurs at least monthly or in conformance with manufacturer recommendations.	OE	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Observation of equipment			
Test log or self-test printout	Sampling	Sampling 3YD	
Manufacturer recommendations.	1	1	
			Change notice 4.0.20 10/14/2010

Standard		Review methods	Assessor Guidelines
33.14 M	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, OE	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Proof of training.	Sampling	3YD	
Observation of emergency medical guidelines.			

CFA 3.0 – 33.17M

Standard		Review methods	Assessor Guidelines
33.15M	A directive establishes procedures for obtaining interpretation services for non-English speakers.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Staff interviews.			

New standard

Change notice 4.0.20 10/14/2010

Standard		Review methods	Assessor Guidelines
33.16M	If the agency has a training program for 911 <i>Public Safety Telecommunicator</i> certification, whether in-house or affiliated with another agency, a directive addresses the following:		
a.	personnel providing training have been 911 <i>Public Safety Telecommunicator</i> certified by the Department of Health; and		
b.	curriculum has been approved by DOH.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Refer to FS 401.465
DOH certification.	1	1	
DOH approval of current curriculum.	1	1	
Staff interviews.			

New standard

Change notice 4.0.27 02/21/2013

Comparative Compliance

Standard		Review methods	Assessor Guidelines
33.17M All 911 Public Safety Telecommunicators are certified/recertified through the Department of Health in accordance with Florida Statute.			Certification became mandatory October 1, 2012.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
911 Public Safety Telecommunicator certifications.	Sampling	Sampling	Refer to Florida Statute 401.465.

New standard

Change notice 4.0.27 02/21/2013

Comparative Compliance

Standard		Review methods	Assessor Guidelines
33.18M A directive addresses the certification of 911 Public Safety Telecommunicator trainees in accordance with Florida Statute, to include the following at a minimum:			
a. the trainee must work under the direct supervision of a certified 911 Public Safety Telecommunicator;			
b. the trainee must complete an approved training program and receive 911 Public Safety Telecommunicator certification; and			
c. 911 Public Safety Telecommunicator certification must be achieved within 12 months of assignment.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Refer to Florida Statute 401.465
Documentation of assignment.	Sampling	Sampling	
911 Public Safety Telecommunicator certification of supervisors	Sampling	Sampling	

New standard

Change notice 4.0.27 02/21/2013

Comparative Compliance

CHAPTER 34

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.).

Standard		Review methods	Assessor Guidelines
34.01 M	A directive establishes the central records <i>function</i> and procedures for:		
A.	Report accountability;		
B.	Records maintenance; and	O	
C.	Records retrieval.	O	
Compliance keys	Qty initial	Qty reaccr ed	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Observation of the central records system, specifically accountability.			

CFA 3.0 – 34.01M

Standard		Review methods	Assessor Guidelines
34.02	A directive establishes procedures and authority for report distribution:		
A.	To <i>organizational components</i> ;		
B.	To organizations outside the agency; and		
C.	Upon request, to members of the public, with the content restricted in accordance with state statute.		
Compliance keys	Qty initial	Qty reaccr ed	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Chapter 119, Florida Statutes

CFA 3.0 – 34.02

Change notice 4.0.26 09/27/2012

Standard		Review methods	Assessor Guidelines
34.03	The agency establishes measures to ensure the privacy and security of central records.	OF, OS	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Observation of records area and related security.			Agency practices will limit access by unauthorized personnel and will ensure prevention of haphazard or accidental viewing of files and terminal screens. If the area is not continuously staffed, locking file cabinets may be acceptable as long as they are locked during absences of central records staff.

CFA 3.0 – 34.03

Standard		Review methods	Assessor Guidelines
34.04 M	A directive details the specific program of compliance with the mandatory state records retention schedule.		Minimum compliance with the standard would be a statement in a directive that the agency will comply with Florida Records Retention schedules. Agencies that do not comply need documentation of approval from the Florida Department of State. Assessor should remember that central records created or maintained in electronic format must be retained in accordance with minimum retention requirements.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Completed records disposition documents.	1	Sample of various record series.	

CFA 3.0 – 34.04

Change notice 4.0.16 07/01/09

Standard		Review methods	Assessor Guidelines
34.05	A directive establishes procedures to ensure that central records information is accessible to agency members 24 hours a day.	I, O	Assessors should conduct random interviews to determine accessibility.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Observation of central records information accessibility.			

CFA 3.0 – 34.05

34.06M - DELETED		Change notice 4.0.19 07/01/2010

Standard		Review methods	Assessor Guidelines
34.07 M	If an agency is responsible for maintaining a warrant and wanted persons file, a directive establishes procedures, to include:		
A.	<i>Criteria</i> for entering information into regional, state, and federal information systems;		
B.	<i>Criteria</i> for receiving information from other jurisdictions;		
C.	Recording information in agency files;		
D.	Verifying information;		
E.	Canceling information; and	O	
F.	24-hour access to warrants.	O	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Observation of process for entering and canceling information in the regional, state, and federal information system.			
Observation of 24-hour access to warrants.			

CFA 3.0 – 34.07M

Standard		Review methods	Assessor Guidelines
34.08 M	A directive establishes procedures for preparing, processing, and maintaining traffic citations and includes provisions for the following:		
A.	Issuance of citation booklets;	I	
B.	Accountability for citations;	I	
C.	Secure storage;	OS	
D.	Lost or stolen citations;		
E.	Voided citations; and		
F.	<i>Periodic internal audits.</i>		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Refer to FS 316.650.
Officer receipt for citation booklet.	1	3YD	
Completed transmittal forms.	1	3YD	
Observation of citation storage areas.			
Documentation accounting for lost or stolen citations.	1	3YD	
Voided citation documentation.	1	3YD	
Audit documentation.	1	1	

CFA 3.0 – 34.08M

Comparative Compliance Standard (bullets D, E, and F)
Change notice 4.0.05 10/05/05
Change notice 4.0.11 10/31/07
Change notice 4.0.18 02/03/2010

Standard			Review methods	Assessor Guidelines
34.09 M Fingerprint records and photographs of juveniles taken into custody must be kept in a separate file and marked "Juvenile Confidential" unless not require by Florida law.			OS	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.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Observation of files.				

CFA 3.0 – 34.09M

Comparative Compliance Standard

Standard			Review methods	Assessor Guidelines
34.10 A directive establishes procedures for the collection, dissemination, and retention of agency records pertaining to juveniles.				
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Written directive addressing elements of the standard.	1	1		
Retention schedule for juvenile records GS2 Items #32, #130, #209, #114.	1	1		
Florida Statutes 985.11, 119.07.	1	1		

CFA 3.0 – 34.10

Change notice 4.0.18 02/03/2010

Standard		Review methods	Assessor Guidelines
34.11	The agency has, or has access to, a traffic record system that includes:		
A.	<i>Traffic crash data;</i>		
B.	<i>Traffic enforcement data;</i> and		
C.	<i>Annual traffic crash and enforcement analysis reports.</i>		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Traffic data documentation.	1	Sampling 3YD	
Traffic analysis reports.	1	3YD	

CFA 3.0 – 34.11

Change notice 4.0.24 02/24/2012

Standard		Review methods	Assessor Guidelines
34.12	A directive establishes procedures for agency utilized computer hardware and software and includes provisions for the following:	O	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.).
A.	Use of email;		
B.	Internet Access;		
C.	Mobile Data Computers;	OE	
D.	Installation of computer software;		
E.	Virus infection control measures;	O	
F.	Access restrictions; and	OS	
G.	Authorized usage.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Observation of elements of the standard.			

CFA 3.0 – 34.12

Comparative Compliance Standard (Bullets A, B, E, F, G)

Standard		Review methods	Assessor Guidelines
34.13 M	If the agency uses a computerized central records system, a directive establishes procedures for:		
A.	A security system to safeguard against unauthorized attempts to access, alter, remove, disclose or destroy stored information;	I, OS	
B.	Computer files maintenance, backup, and retention; and	I, OE	Assessor should review assessor information included in 34.04.
C.	An annual review to verify only authorized members have access.	I	Systems administrators may conduct the review of the system.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Observation of computer security system.			

CFA 3.0 - None

Change notice 4.0.11 10/31/07

Standard		Review methods	Assessor Guidelines
34.14 M	A directive establishes a field reporting system to include:		
A.	Guidelines to indicate when reports must be written;		
B.	Forms to be used;		
C.	Information required;		
D.	Procedures to be followed in completing field reports; and		
E.	Procedures for submitting and processing field reports.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Report writing manuals, if used.	1	1	

CFA 3.0 – 17.03M

CHAPTER 35

EVIDENCE

The effective exercise of law enforcement responsibility in the investigation of crime and the prosecution of offenders requires that information be obtained through the application of scientific knowledge and methods. These standards address procedures for the proper identification, collection and preservation of evidence that comes under the agency's control.

Standard		Review methods	Assessor Guidelines
35.01 M	A directive specifies procedures for collecting and processing physical evidence to include, at a minimum.		
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;	OE	
E.	Preservation and timely delivery of blood and other perishable evidence to the laboratory or to refrigerated storage;	OE	
F.	Drying of wet evidence; and	I	
G.	Sealing, marking, and labeling.	O	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	FDLE Evidence Manual may be used as a written directive.
Observation of evidence processing and packaging work areas.			Work areas should include the ability to secure evidence during processing for maintaining chain of custody.

CFA 3.0 – 35.01M

Standard		Review methods	Assessor Guidelines
35.02 M	A directive specifies procedures for recording the chain of custody to include, at a minimum:	O	Assessor will conduct random sampling of evidence submission documentation
A.	Date, time, and method of transfer;	OR	
B.	Receiving person's name and responsibility;	OR	
C.	Reason for the transfer;	OR	
D.	Name and location of the laboratory, synopsis of the event, and examinations desired;	OR	
E.	Date and time of receipt in the laboratory; and	OR	
F.	Name and signature of person in the laboratory receiving the evidence.	OR	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Completed evidence recording document (property receipt).	Sampling	1 each year	
Laboratory analysis request form.	Sampling	1 each year	

CFA 3.0 – 35.02M

Standard		Review methods	Assessor Guidelines
35.03	If the agency has designated crime scene specialists to perform crime or crash scene evidence processing, they will receive <i>specialized training</i> in the equipment, computer programs and techniques used by the agency. This training will include, but is not limited to the following:	OR	For large agencies, assessor will review training files for Crime Scene Specialists and other specialized personnel (such as Traffic Homicide Investigators).
A.	Detection and collection of latent fingerprints and palm prints;	OR	
B.	Detection and collection of foot, tool, and tire impressions;	OR	
C.	Digital and conventional photography and sketches;	OR	
D.	Collection, preservation, and submission of physical evidence, including biological materials; and	OR	
E.	Periodic refresher training.	OR	Assessor will interview Crime Scene Specialists and Traffic Homicide Investigators to determine ongoing training
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Documentation of <i>specialized and refresher training.</i>	Sampling	Sampling	

CFA 3.0 – 35.03

Comparative Compliance Standard (bullet E)
Change notice 4.0.07 06/07/06

Standard		Review methods	Assessor Guidelines
35.04 M	Qualified personnel are available on a 24-hour basis to process a crime scene/traffic crash.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
<i>Job descriptions.</i>	1 each function	1 each function	
Duty rosters.	1	1	Show 24 hour coverage

CFA 3.0 – 35.04M

Standard		Review methods	Assessor Guidelines
35.05	A directive specifies procedures concerning collection, processing, and preservation of digital evidence (i.e. still cameras, video, cameras and computer programs). The procedures include, at a minimum:	I, OE	
A.	Training of personnel who use digital equipment;	I	
B.	Storage of original image or document;	OF, OE	
C.	Protocol for processing digital evidence, to include gathering, editing, and ensuring authenticity.		Assessor will arrange for observation of digital evidence processing, if available.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Documentation of training.	Sample	Random sampling	
Observation of storage of evidence.			
Observation of digital evidence processing.			

CFA 3.0 – None

CHAPTER 36

PROPERTY

These standards address identifying, labeling, recording, and maintaining found, recovered, or evidentiary property in the custody of the agency. These standards do not apply to agency-owned property, which is addressed in Chapter 7.

Standard		Review methods	Assessor Guidelines
36.01 M	A directive outlines procedures for property held by the agency to include:		Assessor will observe entire process for compliance with all bullets.
A.	Logging all property into agency records within a specified timeframe;	I	Verify prompt entry of all property (responsibility of custodian).
B.	Placing property under the property and evidence <i>function</i> before the officer ends his/her tour of duty or under exceptional circumstances, securing the property with documented supervisory approval;	I	
C.	A description of each item of property and the circumstances by which the property came into the agency's possession;		
D.	Guidelines for packaging and labeling property prior to submission;	O	Observe if packaging evidence chart available.
E.	Extra security measures for handling exceptional, valuable, or sensitive items of property; i.e. money/negotiable instruments, precious metals, jewelry, weapons, and drugs;	OF, OS	The agency may set its own guidelines and determine the degree of extra security required. Additional security measures may include vaults, lockers, safes or interior rooms but are <u>not</u> required. Each type of item does not need to have its own separate secure area. Further restrictions on access to certain areas also enhance security precautions.
F.	Efforts to identify and notify the owner or custodian of property in the agency's custody; and	I	
G.	Procedures for the temporary and final release of property items from the property and evidence <i>function</i> .	I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Completed property receipt.	1	Sampling 3YD	
Observation of logs.			
Observation of secured areas.			
Observation of packaging and labeling.			
Documentation of identification and Notification.	1 each	Random sampling	
Documentation of supervisory approval for exceptional circumstances.	1	1	

CFA 3.0 – *36.01M

Change notice 4.0.07 06/07/06
Change notice 4.0.19 07/01/2010

Standard		Review methods	Assessor Guidelines
36.02 M	A directive states that property/evidence custodians are accountable for all property within their control, and addresses the following, at a minimum:		
A.	An annual audit of the property function is conducted by a member not routinely or directly connected with control of property;	I	Audit: The examination of records and activities to ensure compliance with established controls, policies, and operational procedures.
B.	An unannounced annual inspection of property storage areas is conducted as directed by the agency's CEO; and	I	This inspection does not necessarily include the inventory of property, which is addressed in bullet C.
C.	An annual inventory of property is conducted by the property/evidence custodian or designee and a designee of the CEO.		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.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Documentation of inventories, inspections, and audits.	1 each	3YD	

CFA 3.0 – 36.02M

Comparative Compliance Standard (Bullet C)
 Change Notice 4.0.04 06/29/05
 Change Notice 4.0.10 06/06/07
 Change Notice 4.0.11 10/31/07
 Change Notice 4.0.23 09/29/2011

Standard		Review methods	Assessor Guidelines
36.03 M	All found and recovered property held by the agency is kept in designated secure area(s) with controlled access.	OF, OS	Verify security of all property areas (bike racks, off-site storage, etc).
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Observation of the secured areas.			

CFA 3.0 – 36.03M

Change Notice 4.0.13 – 06/11/08

Change notice 4.0.22 06/30/11

Standard		Review methods	Assessor Guidelines
36.04 M	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.	OF, OS	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Observation of controlled access.			Make sure there is a physical barrier above any drop ceiling that has direct access to the Property & Evidence storage area. This applies even from within restricted access, secure property submission areas when the outer walls are secure.

CFA 3.0 – 36.04M

Change notice 4.0.22 06/30/11

Standard		Review methods	Assessor Guidelines
36.05 M	A directive establishes procedures for the acceptance and release of narcotics, including quantity control and packaging inspections.	OR	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Observation of the packaging system.			
Completed property receipt for narcotics.	1	Sampling 3YD	

CFA 3.0 – 36.05M

Standard			Review methods	Assessor Guidelines
36.06 M Perishable items of evidence are stored in secure refrigerated storage.			OF, OS	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.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Observation of refrigerated storage.				

CFA 3.0 – 36.06M

Standard			Review methods	Assessor Guidelines
36.07 M A directive outlines procedures for the secure storage of evidence, found, and recovered property when the property room is closed or not accessible by end of tour of duty, to include refrigerated storage.			I, OF, OS	Assessors will verify security in temporary storage areas for all types of property.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Written directive addressing elements of the standard.	1	1		
Observation of secure temporary storage areas.				

CFA 3.0 – *36.07M

Change notice 4.0.07 06/07/06

Standard			Review methods	Assessor Guidelines
36.08 M The agency has a property records system which provides the following information, at a minimum:				
A.	Current location of property;		OR	
B.	Date and time property was received/released;		OR	
C.	Description of the property; and		OR	
D.	Chain of custody from time of receipt until final disposition.		OR	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Property records.	1	1		
Computer printouts.	1	1		

CFA 3.0 – 36.08M

Standard		Review methods	Assessor Guidelines
36.09 M	If the agency utilizes <i>mobile evidence storage units</i> for temporary evidence storage, a directive addresses the following:		
	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.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Observation of secure <i>mobile evidence storage units</i> .			
Training documentation.	1	Sampling 3YD	
Approval documentation.	1	Sampling 3YD	

CFA 3.0 – None

Comparative Compliance Standard
Change notice 4.0.07 06/07/06

Standard		Review methods	Assessor Guidelines
36.10 M	A directive requires an inventory is conducted whenever the person responsible for the property and evidence control <i>function</i> is assigned to and/or transferred from the position.	I	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.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing the elements of the standard.	1	1	
Documentation of inventory.	1	1	

New standard

Change Notice 4.0.10 06/06/07
Change Notice 4.0.12 02/20/08

CHAPTER 37

INFECTIOUS DISEASES

With the increase of Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and other 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.

Standard		Review methods	Assessor Guidelines	
37.01 M	The agency has an <i>Exposure Control Plan</i> available to all members containing the following:		If the plan is not incorporated in the agency's policy manual, assessors will verify availability.	
A.	A current list of all job classifications where occupational exposure to blood or other potentially infectious materials is reasonably anticipated;			
B.	A policy statement mandating a <i>Universal Precautions</i> philosophy;			
C.	<i>Personal Protective Equipment</i> including use, accessibility, cleaning, laundering or disposal, and replacement;	O	Assessors will verify accessibility to PPEs.	
D.	Procedures to ensure that the work environment is maintained in a clean and sanitary condition and decontaminated after contact with blood or other <i>potentially infectious materials</i> ;	O	Check for decontamination supplies.	
E.	<i>Regulated waste</i> discarding and containment, to include proper disposal of sharps;	O	Assessors will verify proper disposal containers.	
F.	Procedures for laundering contaminated uniforms and personal clothing;	I		
G.	Exposure treatment;			
H.	Labels and signs communicating hazards to members; and	O		
I.	Provisions for a documented annual review of the exposure control plan with consideration for updating procedures designed to eliminate or minimize occupational exposure.			
Compliance keys		Qty initial	Qty reaccred	Accreditation Manager Notes
<i>Exposure Control Plan.</i>		1	1	
Observation of availability of plan.				
Worker's compensation "First Report of Injury" form.		1	3YD	
Confirm proof of initial distribution and replacement of <i>Personal Protective Equipment</i> .		1	Random Sampling	
Invoice from waste management contractor.		1	3YD	
Observation of sharps container, biohazard waste bags, etc.				
Documentation of annual review.		1	3YD	

CFA 3.0 – 37.01M

Comparative Compliance Standard
Change notice 4.0.07 06/07/06
Change Notice 4.0.12 02/20/08

Standard		Review methods	Assessor Guidelines
37.02 M	The agency has Infectious Disease training for all members who have <i>occupational exposure</i> which includes the following:		
A.	Familiarization with the agency's <i>Exposure Control Plan</i> ;		If training is provided by video, there must be a document that outlines the topics covered by the video.
B.	Familiarization with the basic epidemiology, symptoms, and the modes of transmissions of infectious diseases;		
C.	An explanation of the use and limitations of methods that will prevent or reduce exposure, including <i>personal protective equipment</i> ;		
D.	Information about the agency's hepatitis B vaccination program;		
E.	An explanation of procedures to follow at any incident involving blood or other potentially infectious materials;		
F.	An explanation of procedures to follow if an exposure occurs, including reporting requirements and medical follow-up;		
G.	An explanation of the signs, labels, and color coding identifying biohazardous waste;		
H.	Familiarization with the agency's biohazardous waste disposal procedures; and		
I.	An opportunity to have questions answered.		Video is an acceptable training method, providing someone is available to answer questions.
J.	Periodic refresher training.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
<i>Lesson Plan.</i>	1	1	
Documentation of refresher training.	1	1	

CFA 3.0 – 37.02M

Comparative Compliance Standard
Change notice 4.0.05 10/05/05
Change notice 4.0.21 02/03/2011
Change notice 4.0.29 09/25/2013

Standard		Review methods	Assessor Guidelines
37.03 M	The agency shall ensure that all members participate in an infectious disease training program prior to assignment where risk of occupational exposure may occur.	I	
Compliance keys	Qty initial	Qty reaccred	Compliance keys
Current list of all job classifications where occupational exposure is anticipated.	1	1	
Proof of training at time of initial assignment.	Random sampling from various job classifications	Random sampling from various job classifications 3YD	

CFA 3.0 – 37.02M

Comparative Compliance Standard
Change notice 4.0.05 10/05/05
Change notice 4.0.06 02/08/06

Standard		Review methods	Assessor Guidelines
37.04 M	The agency maintains accurate medical and training records for each member with <i>occupational exposure</i> in accordance with General Records Schedule for State and Local Government Agencies (GS1-SL).	I, OS	Interview records custodians; observe compliance with GS1-SL records schedules for state and local government agencies (Exposure records, Item #227; Health Records: Bloodborne pathogen/asbestos/exposure, Item #350; Personnel Records: Florida Retirement System, Item #19; Personnel Records: Non-Florida Retirement System {Local Government}, Item #162). System must ensure confidentiality of records.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Observation of medical records confidentiality.			
GS1-SL Items #227, # 350, #19, and #162.	1 each	1 each	

CFA 3.0 – None

Comparative Compliance Standard
Change notice 4.0.16 07/01/09

Standard		Review methods	Assessor Guidelines
37.05 M	The agency has a Hepatitis B vaccination program that is voluntary for all members who have <i>occupational exposure</i> . The program includes:	I	Interview members and program coordinators to ensure program compliance.
A.	Vaccinations made available after receipt of infectious diseases training and within ten working days of initial assignment;	I	Assessors should verify that availability was provided after training and within ten days of assignment.
B.	A requirement that members who decline to participate sign an acknowledgement of declination;		
C.	A provision that members who initially decline vaccinations are provided the vaccination if the decision is made to accept;		
D.	Vaccinations must be provided at no cost to the member at a reasonable time and place; and		
E.	Vaccinations are provided by, or under the supervision of, a licensed physician or a <i>Licensed Healthcare Professional</i> .		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Copy of Hepatitis B Vaccination program.	1	1	
Notice of availability.	Random Sampling from various job classifications	Random Sampling from various job classifications 3YD	
Declination of participation.	1	1	
Documentations of no cost to member.	1	1	
Professional licenses/certificates.	1	1	

CFA 3.0 – 37.01M

Comparative Compliance Standard
Change Notice 4.0.14 10/08/2008

CHAPTER 38

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.

Standard		Review methods	Assessor Guidelines
38.01	A directive specifies the agency's policy regarding enforcement of the Florida Contraband Forfeiture Act.		The directive will reflect whether or not the agency chooses to participate in the FCFA and, if they do, may establish general parameters for enforcing the Act.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 38.01

Comparative Compliance Standard

Standard		Review methods	Assessor Guidelines
38.02 M	A written directive specifies procedures for the seizure and forfeiture of vessels, vehicles, aircraft, currency, or other personal property, or contraband articles.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Refer to Florida Contraband Forfeiture Act, FS 932.701 – 932.706.
Documentation of seizures.	1	1	

CFA 3.0 – 38.02M

Comparative Compliance Standard
Change Notice 4.0.08 10/11/06
Change notice 4.0.18 02/03/2010

Standard		Review methods	Assessor Guidelines
38.03 M If an agency participates in the federal equitable sharing program, a directive addresses the following:			
A. Tracking procedures; and			
B. Internal controls for required financial reporting.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Current Federal Equitable Sharing Agreement and Certification Forms.	1	3YD	
Federal property transfer form.	1	1	For example, DAG-71 or TD F 92-22.46.
Completed accounting reports.	1	1	

CFA 3.0 – 38.03M

Comparative Compliance Standard
Change notice 4.0.16 07/01/09
Change notice 4.0.17 10/28/2009

CHAPTER 39

INTERVIEW ROOMS

These standards apply to agencies that allow suspects, *detainees*, or *prisoners* to be secured in a room, space, or area for the purpose of processing, questioning, or testing. 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.**

Standard		Review methods	Assessor Guidelines
39.01 M	If an agency allows suspects, <i>detainees</i> , or <i>prisoners</i> to be secured in a designated area without <i>continuous supervision</i> by agency personnel, a directive addresses the following:		The fact that a door has a lock does not make a temporary detention area 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.
A.	Authorization for the use of the room, space, or area;	I, OF	
B.	Member accountability for the suspects, <i>detainees</i> , or <i>prisoners</i> ;	I	
C.	Separation of female, male, and juvenile <i>prisoners/detainees</i> ;	I	For juveniles, refer to Standard 19.03E
D.	Authorized temporary restraint devices, including, if allowed, securing to fixed objects designed for such use;	I	
E.	Access to water, restrooms, and other needs;	I	These items are not required to be in the room, but the agency is responsible to ensure access to these items is provided in a timely manner.
F.	Training for agency members identified in bullet B; and	I	
G.	Safety considerations for objects contained in the room.	I	
H.	Agency member contact with any suspect, <i>detainee</i> , or <i>prisoner</i> at least every fifteen minutes.	I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Training documentation.	Sampling	Sampling	
Interview with appropriate personnel.			

CFA 3.0 – 39.01M

Comparative Compliance Standard
Change Notice 4.0.28 06/27/2013

Standard		Review methods	Assessor Guidelines
39.02 M	A directive addresses the following security measures within the interview room or designated area:		
A.	Search of the suspects, <i>detainees</i> , or <i>prisoners</i> ;	I	
B.	Identification of person(s) authorized access;	I	
C.	Control of lethal and less-lethal weapons;	I, OS	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.
D.	Escape prevention;	I, OF	
E.	Procedures for safeguarding the <i>prisoner's/detainee's</i> property;	I, OE	
F.	Control of the suspects, <i>detainees</i> , or <i>prisoners</i> during medical or other <i>emergency situations</i> , i.e. fires, floods, or power failures;	I	
G.	Plan for fire prevention, evacuation, and suppression;	I	
H.	Panic or duress alarms; and	I	Panic or duress alarms should provide agency members with appropriate response to emergencies occurring in temporary detention areas. 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.
I.	Security inspections.	I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Observation of system to control weapons.			Ensure the system includes both lethal and less-lethal weapons.
Observation of evaluation plans and fire suppression equipment.			Compliance may be verified by observation of written plans, posted evacuation, routes or other identifiers in accordance with local fire codes.
Observation of panic or duress alarms.			

CFA 3.0 – *39.02M

Comparative Compliance Standard
Change notice 4.0.07 06/07/06

Standard	Review methods	Assessor Guidelines
39.03M STANDARD DELETED – 06/27/2013		

CFA 3.0 – *39.03M

Comparative Compliance Standard
 Change notice 4.0.07 06/07/2006
 Change Notice 4.0.28 06/27/2013

39.04M DELETED Change notice 4.0.07 06/07/06		

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.

ADMINISTRATIVE REVIEW

A documented review of an incident or occurrence prepared by or for the CEO or designee. The review should indicate whether policy, training, equipment, or disciplinary issues should be addressed.

ANNUAL

An event occurring once every 12 months. For purposes of reaccreditation, an annual requirement is calculated from the most recent onsite assessment date to the next onsite assessment.

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. (Change notice 4.0.06 02/08/06)

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.

BIAS-BASED PROFILING

The selection of an individual based solely on a trait common to a group for enforcement action. This includes, but is not limited to: race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group.

BIENNIAL

An event that occurs every two years.

BLOODBORNE PATHOGENS	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).
CANDIDATE AGENCY	An agency that has completed a successful onsite assessment and is being reviewed by the Commission for accredited or reaccredited status. The agency may also be reviewed for CALEA Recognition status.
CEO	Chief Executive Officer: the Sheriff, the Chief of Police, or the Director or Commissioner of a criminal justice entity.
CFA	The Commission for Florida Law Enforcement Accreditation, Inc.
CIVILIAN MEMBER	A full- or part-time person who is not certified and does not possess arrest powers.
CJSTC	The Criminal Justice Standards and Training Commission.
CODE OF CONDUCT	Specific guidelines for behavior, including prohibitions.
COMMAND PROTOCOL	Practice identified to ensure a continuation of supervision at all levels of the chain of command when vacancies or absence from duty exists.
COMPLAINT	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.
COMPLIANCE KEYS	Documentation or other methods used to demonstrate compliance with a standard.
COMPONENT	A subdivision of the agency, such as a division, bureau, section, unit, or position that is established to provide a specific function.
CONCLUSIONS OF FACT	Final determination about allegations based on investigative activities. Classifications of investigative findings may include exonerated, sustained, not sustained, unfounded, and policy failure.
CONFIDENTIAL INFORMANT	<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"> 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 2. Is able, by reason of his or her familiarity or close association with suspected criminals, to: <ol style="list-style-type: none"> a. Make a controlled buy or controlled sale of contraband, controlled substances, or other items that are material to a criminal investigation;

- b. Supply regular or constant information about suspected or actual criminal activities to a law enforcement agency; or
 - c. Otherwise provide information important to ongoing criminal intelligence gathering or criminal investigative efforts.
- (New glossary term Change notice 4.0.16 07/01/09)

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. (Change Notice 4.0.01 06/23/04)

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.

DIRECTIVE

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.

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,

	<p>creed, color, age, sex, religion, national origin, marital status, or physical impairment.</p>
EXPOSURE CONTROL PLAN	<p>A plan designed to eliminate or minimize member occupational exposure to potentially infectious materials.</p>
EXTRA-DUTY EMPLOYMENT	<p>Any secondary employment where the actual or potential use of law enforcement authority is a condition of employment.</p>
FIELD INTERVIEW	<p>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.</p>
FIELD PERSONNEL	<p>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. (Change Notice 4.0.04 06/29/05)</p>
FIELD TRAINING PROGRAM	<p>A structured and closely supervised program provided for recruit members to facilitate the application of skills and knowledge obtained in the academy/classroom to actual performance in on-the-job situations.</p>
FUNCTION	<p>A general term for the required or expected activity of a person or an organizational component, e.g., patrol function, communication function.</p>
GENERAL ORDER	<p>Directives concerned with policy, rules, and procedures affecting more than one organizational component.</p>
GRIEVANCE	<p>Formal request in writing to resolve differences in identified matters due to an actual or supposed circumstance regarded as just cause for protest.</p>
GUIDELINES	<p>Statements or other indications of policy or procedure to determine a course of action.</p>
HIGH LIABILITY TOPICS	<p>CJSTC Basic Recruit High Liability topics: Law Enforcement Vehicle Operations, Firearms, Defensive Tactics, and First Aid for Criminal Justice Officers.</p>
HOLDING AREA	<p>Any locked area, space, or enclosure where a prisoner/detainee is placed to prohibit freedom of movement.</p>
INCIDENT COMMAND SYSTEM	<p>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.</p>
IN-SERVICE TRAINING	<p>Training received by agency members to enhance knowledge, skills, or abilities. This includes formal retraining, specialized,</p>

promotional, or advanced training. In-service training may also include less formal types of instruction, such as roll-call training.

INDEPENDENT AUDIT

A methodical examination and review conducted by an entity from outside the agency.

INSPECTION

The act or process of examining or looking at carefully. (Change notice 4.0.06 02/08/06)

INTERNAL AFFAIRS INVESTIGATION

A formal, detailed investigation of alleged misconduct, violation of law or agency directives or moral character violation as defined by CJSTC.

INTERNAL AUDIT

A methodical examination and review conducted by an entity within the agency but outside the chain of command of the unit to be audited.

INVENTORY

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. (Change notice 4.0.06 02/08/06, Change notice 4.0.11 10/31/07)

JOB DESCRIPTION

An official written statement setting forth the duties and responsibilities of a job, and the skills, knowledge, and abilities necessary to perform it.

JOB-RELATED

Pertaining to tasks performed or functions required of a specific job classification.

JOB TASK ANALYSIS

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.

LESS-LETHAL 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.

LESSON PLAN

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.

LETHAL FORCE

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.

LICENSED HEALTHCARE

PROFESSIONAL	A person whose legally permitted scope of practice allows him or her to independently administer the Hepatitis B vaccination.
MANDATORY STANDARDS	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. Change notice 4.0.07 06/07/06 Change notice 4.0.09 02/27/07 Change notice 4.0.19 07/01/2010
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 <i>Conditional Standards</i> 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 <i>detainee</i> 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.

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.
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. (New glossary term, Change notice 4.0.16 07/01/09)
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 the need for inconspicuous appearance, quietness, storage requirements, special operational needs, etc. Includes SWAT trucks, bomb disposal vehicles, mobile command posts, all-terrain vehicles (ATVs), personal watercraft, boats, aircraft, and 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. (Change notice 4.0.06 02/08/06)
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. (New glossary term Change notice 4.0.16 07/01/09)

TRAFFIC CRASH DATA

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.

TRAFFIC ENFORCEMENT DATA

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.

TRS

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. (New glossary term Change notice 4.0.16 07/01/09)

UNIVERSAL PRECAUTIONS

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.

UNLAWFUL HARRASSMENT

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

VICTIM

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.

VOLUNTEERS

Unpaid members who perform tasks which do not require law enforcement certification.

WITNESS

A person having information or evidence relevant to a crime.

WORK ENVIRONMENT

Agency facilities and equipment where daily activities are conducted, to include office space, patrol vehicle, interview rooms, holding areas, etc.

4TH EDITION STANDARDS REVISION CROSS-REFERENCE

CALEA® Ver.4 Std. #	CFA 3.0 Std. #	CFA 4.0.08 Std. #	CALEA® Version 5 Std. #
11.1.2	1.01	1.01	11.1.2
11.2.1	1.02M	1.02M	11.2.1
12.1.2	1.03M	1.03M	12.1.2
1.1.1	2.01M	2.01M	1.1.1
1.1.2	2.02M	2.02M	1.1.2
1.2.8	2.03M	2.03M	1.2.8
1.1.3 & 1.2.6	2.04	2.04	1.1.3 & 1.2.6
12.1.3	2.05M	2.05M	12.1.3
12.1.3	2.06M	2.06M	12.1.3
1.2.3, 1.2.4 & 1.2.5	2.07M	2.07M	1.2.3, 1.2.4 & 1.2.5
1.2.9 & 61.1.7 & 61.1.8	None	2.08M	1.2.9 & 61.1.7 & 61.1.8
16.4.3	6.04, 24.06	2.09	16.4.3
12.2.1	3.01M	3.01M	12.2.1
12.2.2	3.02M	3.02M	12.2.2
1.3.1 & 1.3.2	4.01M	4.01M	1.3.1 & 1.3.2
1.3.11 & 1.3.12	4.02M	4.02M	1.3.12
1.2.2 & 33.4.1	4.03M	4.03M	1.3.12 & 33.4.1
1.3.3	4.04M	4.04M	1.3.3
1.2.2, 1.3.4 & 1.3.9	4.05M	4.05M	1.3.10, 1.3.4 & 1.3.9
1.3.9	4.06M	4.06M	1.3.9
1.3.10	4.07M	4.07M	1.3.10
1.3.6	4.08M	4.08M	1.3.6
1.3.5	4.09M	4.09M	1.3.5
1.3.13	4.10M	4.10M	1.3.7

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1.3.8	4.11M	4.11M	1.3.8
1.3.13	None	4.12M	1.3.13
16.3.1	5.01M	5.01M	16.3.1, 16.4.1
16.3.2	5.02M	5.02M	16.3.2
NONE	5.03	5.03	NONE
16.3.3	5.04M	5.04M	16.3.3, 16.4.2
16.3.3, 16.3.5 & 16.3.6	5.05M	5.05M	16.3.3, 16.3.5 & 16.3.6, 1.3.11, 1.2.9, 1.3.6
16.3.7	5.06	DELETED 5.06	
16.4.1	6.01M	6.01M	16.4.1
16.4.1	6.02	6.02	16.4.1
16.4.2	6.03M	6.03M	16.4.2
16.4.3	6.04	DELETED 6.04	
17.4.1	7.01	7.01	17.4.1
17.4.2	7.02M	7.02M	17.4.2
17.4.3	7.03	7.03	17.4.3
17.5.1 & 17.5.2	7.04M	7.04M	17.5.1 & 17.5.2
17.3.1	7.05	7.05	17.3.1
43.1.3	7.06M	7.06M	43.1.3, 17.4.2
21.1.1	8.01	8.01	21.1.1
21.2.3	8.02	8.02	21.2.2
22.3.3	9.01	9.01	22.3.3
22.3.4	9.02M	9.02M	22.3.4
25.1.1 A, B, C	10.01M	10.01M	25.1.1
25.1.2	10.02	10.02	25.1.2
25.1.1 D	10.03	10.03	25.1.1
25.1.1	10.04	10.04	25.1.1
25.1.2	10.05	10.05	25.1.2
26.1.1	11.01M	11.01M	26.1.1
26.1.2 & 26.1.4 except A	11.02M	11.02M	26.1.2 & 26.1.4

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26.1.5	11.03M & 27.01M	11.03	26.1.5
26.1.7	11.04	11.04	26.1.7
26.1.8	11.05	11.05	26.1.8
26.1.6	11.06	11.06	26.1.6
26.1.3	11.07M	11.07M	26.1.3
31.1.2	12.01M	12.01M	31.1.2
21.1.1	12.02	None	21.1.1
31.2.1 & 31.2.2	12.03	12.02	31.2.1 & 31.2.2
31.3.1 C	12.04	12.03	31.3.1
32.1.1	13.01	13.01	32.1.1, 16.3.2
32.1.2	13.02	13.02	32.1.2
32.1.3	13.03	13.03	32.1.3
32.1.6	13.04	DELETED 13.04	
32.2.1	13.05M	13.05M	32.2.1
32.2.2	13.06	13.06	32.2.2
32.2.5	13.07	18.07	32.2.5
32.2.8 & 32.3.9	13.08M	13.07M	32.2.8 & 32.3.9
32.2.10 & 34.1.7	13.09	13.08	32.2.10
35.1.3	13.10	13.09	35.1.3
35.1.12	13.11	13.10	35.1.5
32.1.2	13.12	13.11	32.1.2
NONE	13.13	DELETED 13.12	NONE
NONE	13.14M	13.13M	32.2.1
33.1.2	14.01	14.01	33.1.2
21.1.1	14.02	14.02	33.1.4
33.1.4	14.03M	14.03M	33.1.4
33.2.5, 33.5.3 & 33.7.1	14.04	14.04	33.5.3 & 33.7.1

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33.1.5	14.05M	14.05M	33.1.5
33.1.6	14.06M	14.06M	33.1.6
33.1.2 & 33.1.7	14.07M	14.07M	33.1.7
33.4.3	14.08M	14.08M	33.4.3
33.3.1	14.09	14.09	None
33.3.1	14.10M	14.10M	None
33.5.1	14.11M	14.11M	1.3.6, 1.3.11, 33.5.1
33.6.1 & 41.1.4	14.12M	14.12M	33.6.1
33.7.2	14.13	14.13	33.6.1 & 33.7.2
34.1.1 & 34.1.4	15.01	15.01	34.1.3 & 34.1.4
34.1.5	15.02	15.02	34.1.5
34.1.6	15.03	15.03	34.1.6
34.1.3	15.04	15.04	34.1.3
35.1.1	16.01	16.01	35.1.1, 35.1.4
35.1.2, 35.1.4, 35.1.5 & 35.1.8	16.02M	16.02M	35.1.2, 35.1.5
35.1.10 & 35.1.11	16.03M	16.03M	35.1.10 & 35.1.11
NONE	16.04	16.04	NONE
35.1.12	16.05	16.05	35.1.5
35.1.13	16.06	DELETED 16.06	
35.1.9	16.07	16.07	35.1.7
35.1.6 & 42.2.1	16.08	16.08	35.1.6
35.1.6, 35.1.7 & 42.2.2	16.09	16.09	35.1.5
41.1.1	17.01M	17.01M	41.1.1
41.1.4	17.02	17.02	41.1.3 & 41.1.4
82.2.1	17.03M	34.14M	82.2.1
41.2.5	17.04	17.03	81.2.4
81.2.3	17.05M	17.04M	81.2.2 & 55.1.3

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55.1.1	17.06M	17.05M	None
41.2.2	17.07M	17.06M	41.2.2, 41.2.3
41.2.1	17.08M	17.07M	41.2.1
41.3.1 & 41.3.2	17.09M	17.08M	41.3.1 & 41.3.2
41.3.3	17.10M	17.09M	41.3.3
41.3.5 & 41.3.6	17.11M	17.10M	41.3.5 & 41.3.6
41.1.4	17.12	17.11	41.1.4
42.1.3	18.01	18.01	42.1.3
43.1.2	18.02	18.02	43.1.2
42.2.9	18.03	18.03	42.2.7
42.2.9	18.04	18.03	42.2.9
43.1.3	18.05M	7.06M	43.1.3
42.2.1	18.06	18.04, 18.05, 18.13M, 35.01M	42.2.1
41.2.6 & 42.2.2	18.07	18.04	42.2.1, 1.2.5, 82.2.1, 82.2.2
41.2.6 & 42.2.3	18.08	18.05	41.2.2
42.2.8	18.09	18.06	42.2.6
42.2.8 & 32.2.5	18.10	18.07	42.2.6
1.2.3	18.11M	18.08M	1.2.3
41.2.4	18.12	18.09	NONE
NONE	18.13M	18.10M	NONE
NONE	18.14M	18.11M	NONE
NONE	18.15M	18.12M	NONE
43.1.5	18.16M	18.13M	43.1.5
44.2.1	19.01	19.01	44.2.1
44.2.2	19.02	19.02	44.2.2

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44.2.2	19.03M	19.03M	44.2.2
44.2.3	19.04M	19.04M	44.2.3
46.1.2 & 46.1.3	20.01M	20.01M & 20.03M	NONE
46.1.6	20.02	20.02	NONE
NONE	20.03	NONE	NONE
46.1.2	NONE	20.03M	NONE
46.1.2	20.04M	20.04M	NONE
46.1.11	NONE	20.05	NONE
46.2.5	21.01M	21.01M	46.2.5, 46.2.6, 46.2.7
33.6.2, 46.2.1, 46.2.2 & 46.2.3	21.02M	21.02M	33.6.2, 46.2.1, 46.2.2 & 46.2.3
46.2.4	21.03M	21.03M	46.2.4
46.1.4	21.04M	21.02M & 21.03M & 21.04M	46.1.5, 46.1.3, 46.1.2, 46.1.6, 54.1.1
46.1.5	21.05M	21.05M	46.1.5
46.1.9	21.06	21.06	46.1.9
46.1.10	21.07	21.07	46.1.10
61.1.3	22.01	22.01	61.1.3
61.1.4	22.02	22.02	61.1.4
61.1.2 & 61.1.5	22.03M	22.03M	61.1.2 & 61.1.5
41.2.1	22.04M	22.04M	NONE
61.1.7 & 61.1.8	22.05	2.08M	61.1.7 & 61.1.8
61.1.5	22.06M	22.05M	61.1.2, 61.1.5
61.1.11	22.07M	22.06M	61.1.11
61.2.1 & 61.2.2	23.01	23.01	61.2.1 & 61.2.2
41.2.5, 61.2.2 & 61.2.3	23.02M	23.02M	41.2.4, 61.2.2 & 61.2.3
41.3.2	23.03	17.08M	41.3.2
61.3.2	23.04	23.03	61.3.2
61.2.3	23.05M	23.04M	61.2.3
61.3.2	24.01	24.01	61.3.2
61.3.2	24.02M	24.02M	61.3.2

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61.3.3	24.03	24.03	61.3.3
41.2.2 & 61.3.4	24.04M	24.04M	41.2.3
61.3.5	24.05	24.05	61.3.4
NONE	24.06	24.06	NONE
61.4.1, 61.4.2 & 82.3.3	25.01	25.01	61.4.1, 61.4.2
1.2.4 & 61.4.3	25.02M	25.02M	1.2.4 & 61.4.3
43.1.4 & 51.1.1	26.01M	26.01M	42.1.6
51.1.2	26.02M	26.02M	42.1.6
52.1.1 & 52.1.10	27.01M	27.01M	52.1.1, 52.1.2, 52.1.5
52.1.6	27.02M	27.02M	52.2.5
52.1.8	27.03	27.03	52.2.7
52.1.7	27.04	27.04	52.2.6
52.1.9	27.05	27.05	52.2.8
52.1.5	27.06M	27.06M	52.2.4
54.1.1	28.01	28.01	54.1.1
54.1.1 C	28.02	28.02	54.1.1
54.1.3	28.03	28.03	54.1.3
54.1.1 E & G	28.04	28.04	54.1.1
NONE	28.05M	28.05M	NONE
NONE	28.06	28.06M	NONE
71.3.1	29.01M	29.01M	70.3.1
71.1.1	29.02M	29.02M	70.1.1
71.1.3	29.03	NONE	70.1.4
	NONE	29.03	
71.1.7	29.04M	29.04M	70.1.7
71.3.2	29.05M	29.05M	70.3.2
71.1.6 E & 71.1.8	29.06M	29.06M	70.1.6 E & 70.1.8
71.2.1	29.07M	29.07M	70.2.1
71.1.2	29.08M	29.08M	70.1.2
72.2.1 & 72.9.2	30.01M	30.01M	72.2.1

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72.3.1, 72.3.2 & 72.9.5	30.02M	30.02M	72.3.1, 72.3.2
72.4.1, 72.4.5, 72.4.8 & 72.9.6	30.03M	30.03M	72.4.1, 72.4.5, 72.4.8, 72.4.4, 72.4.2
72.5.1 & 72.5.2	30.04M	30.04M	72.5.1 & 72.5.2
72.1.2 & 72.9.6	30.05	30.05	72.1.2
72.8.1, 72.8.3, 72.9.1, 72.9.4 & 72.9.6	30.06M	30.06M	72.8.3, 71.3.3, 71.3.2, 71.3.1
72.8.2	30.06M	30.07M	72.8.2, 72.6.1
72.5.4 & 72.9.1	30.07M	30.08M	72.5.3
72.6.1	30.08M	30.09M	72.6.1
72.6.1	30.09	30.10	72.6.1
72.6.4	30.10	30.11	72.6.4
72.5.5	30.11M	30.12M	72.5.4
72.4.10	30.12	30.13	72.4.10
72.1.1 & 72.9.7	30.13M	30.14M	72.1.1
72.4.7	30.14M	30.15M	72.4.7
72.6.2	30.15M	30.16M	72.6.2
72.5.6	30.16M	DELETED 30.17M	
72.5.7	30.17	30.18	72.5.6
72.5.8 & 72.5.9	30.18M	30.19M	72.5.7 & 72.5.1
72.5.3	30.19M	DELETED 30.20M	
72.6.3	30.20	DELETED 30.21	
72.6.5	30.21M	DELETED 30.22M	
72.8.5	30.22M	DELETED 30.23M	
72.8.4	30.23	DELETED 30.24	
72.8.1	30.24	DELETED 30.25	
73.1.1 & 73.2.1 bullet A	31.01M	31.01M	73.1.1, 73.2.1, 73.4.2
73.3.1	31.02	31.02	73.3.1
73.4.1	31.03	31.03	73.4.1
73.3.1 & 73.4.1	31.04	31.03	73.3.1 & 73.4.1

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NONE	31.05	31.04	NONE
NONE	31.06	31.05M	NONE
NONE	31.07	31.06M	NONE
73.3.2	31.08	DELETED 31.07	
NONE	31.09	31.08	NONE
73.4.2 & 73.4.3	31.10	31.09	73.4.2 & 73.4.3
74.1.1 & 74.1.2	32.01	32.01	74.1.2
74.2.1	32.02	32.02	74.2.1, 34.3.1
74.2.2	32.03	32.03	74.2.1, 74.3.2
17.4.2	32.04	32.04	17.4.2
74.4.1	32.05	32.05	84.1.8
74.4.1	32.06	32.06	84.1.8
81.3.1	33.01M	33.01M	81.3.1
81.1.2	33.02	NONE	81.1.2
81.2.9	33.03	DELETED 33.02	
81.2.1	33.04	DELETED 33.03	
81.2.8	33.05M	33.04M	81.2.8
81.2.8	33.06M	33.05M	81.2.8
81.2.12	33.07	33.06	81.2.12
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81.2.6 D	33.13	33.08M	81.2.6 D
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81.2.15	33.17M	33.14M	81.2.15

CALEA® Ver.4 Std. #	CFA 3.0 Std. #	CFA 4.0.08 Std. #	CALEA® Version 5 Std. #
82.1.1 & 82.1.5	34.01M	34.01M	82.1.1 & 82.1.6
82.1.1 & 82.2.5	34.02	34.02	82.1.1 & 82.2.4
82.1.1	34.03	34.03	82.1.1
82.1.2	34.04	34.04M	82.1.3
82.1.4	34.05	34.05	82.1.1
82.1.9	34.06M	34.06M	NONE
82.3.8	34.07M	34.07M	74.1.3
82.3.4	34.08M	34.08M	82.3.4
82.1.1	34.09M	34.09M	82.1.1
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82.3.3	34.11	34.11M	61.1.1
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NONE	NONE	34.13M	82.1.6
82.2.1	NONE	34.14M	82.2.1
83.2.1 & 42.2.1	35.01M	35.01M	83.3.1 & 42.2.1
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84.1.5	36.08M	36.08M	84.1.5

CALEA® Ver.4 Std. #	CFA 3.0 Std. #	CFA 4.0.08 Std. #	CALEA® Version 5 Std. #
NONE	NONE	36.09M	NONE
NONE	37.01M	37.01M & 37.05M	NONE
NONE	37.02M	37.02M & 37.03M	NONE
NONE	NONE	37.04M	NONE
NONE	38.01	38.01	NONE
NONE	38.02M	38.02M	NONE
NONE	38.03M	38.03M	NONE
NONE	38.04M	NONE	NONE
72.5.4, 72.9.1, 72.9.2 & 72.9.7	39.01M	39.01M	NONE
72.5.2, 72.9.5 & 72.9.6	39.02M	39.02M	NONE
72.9.3 & 72.9.6	39.03M	39.03M	72.9.3 & 72.9.6
72.9.3	39.04	DELETED	

**STANDARDS FOR
AGENCIES ACCREDITED UNDER
CALEA 4TH EDITION AND CFA 4th EDITION**

COMPARATIVE COMPLIANCE LIST

Authority:	2.08M
Auxiliary Members:	5.03, 5.05M (bullet A)
Selection:	13.01, 13.05M, 13.12, 13.13M
Training:	14.10M, 14.11M (bullet A)
Promotion:	15.01, 15.02, 15.03, 15.04 (files need only prove compliance for civilian personnel)
Performance Evaluations:	16.04
Patrol:	17.01M
Investigations:	18.10M, 18.11M, 18.12M
Traffic and Direction Control:	24.05 (bullets B and E), 24.06
Traffic Ancillary:	25.02M (bullets J & K)
Internal Affairs:	27.06M
Public Information:	28.05M, 28.06M
Court Security:	31.04, 31.05M, 31.06M, 31.08
Communications:	33.11M (bullet F)
Records:	34.06M, 34.08M (bullets D, E, & F), 34.09M, 34.13M (bullet A)
Evidence:	35.03 (bullet C), 35.05
Infectious Diseases:	37.01M, 37.02M, 37.03M, 37.04M, 37.05M
Forfeitures:	38.01, 38.02M, 38.03M

Indicates a CFA mandatory standard for which CALEA has an “other than mandatory” standard

Agencies must meet 100% of mandatory standards and may elect not to comply with up to two other-than-mandatory standards.

**STANDARDS FOR AGENCIES ACCREDITED UNDER
CALEA 5TH EDITION AND CFA EDITION 4.0**

Authority:	2.08M (bullet D, F), 2.10, 2.11M
Written Directive System:	3.03M
Auxiliary Members:	5.03
Fiscal Activities:	7.03, 7.06M (bullet C, E, F)
Grievance Process:	10.01M (bullets A, D)
Recruitment:	12.01M
Selection:	13.13M
Training:	14.04 (bullet A, B, C – sworn only), 14.05M, 14.09, 14.10M
Promotion:	15.01 (civilian only), 15.02 (sworn and civilian), 15.03 (civilian), 15.04 (civilian)
Performance Evaluations:	16.04
Patrol:	17.05M, 17.08M (bullet B, C, D, E), 17.12M
Investigations:	18.01 (bullet C), 18.03, 18.09, 18.10M, 18.11M, 18.12M, 18.13M, 18.14M
Juvenile Operations:	19.03M (bullet C, E)
Unusual Occurrences	20.01M (bullets C, D, E, G, J, K and Q), 20.03M (bullets A and B), 20.04M, 20.05 (bullets B, C, D and F)
Special Operations:	21.02M (bullet C, D, F), 21.03M, 21.04M (bullet I, J, L), 21.05M, 21.06, 21.07
Traffic Law Enforcement:	22.04M
Traffic Crash Investigations:	23.02M (bullet D, E, F, G)
Traffic and Direction Control:	24.03, 24.05 (bullets B, E), 24.06
Traffic Ancillary:	25.02M
Criminal Intelligence:	26.02M
Misconduct Complaint Processing:	27.01M (bullet C), 27.06M
Public Information:	28.01 (bullet B), 28.02, 28.04, 28.05M, 28.06M
Prisoner/Detainee Transportation:	29.01M (bullet A, C, D)
Holding Area:	30.04M (bullet C), 30.07M (bullet B), 30.13
Court Security:	31.01M (bullet E, F, G, H, and I), 31.04, 31.05M, 31.06M, 31.08
Civil Process:	32.03
Communications:	33.11M (bullet F), 33.16M, 33.17M, 33.18M
Records:	34.08M (bullets D, E, and F), 34.09M, 34.12 (bullet A, B, E, F, and G)
Evidence:	35.03 (bullet E)
Property:	36.02M (bullet C), 36.09M
Infectious Diseases:	37.01M, 37.02M, 37.03M, 37.04M, 37.05M
Forfeitures:	38.01, 38.02M, 38.03M
Interview Rooms:	39.01M, 39.02M, 39.03M

Agencies must meet 100% of applicable mandatory standards and may elect not to comply with 20% of applicable other-than-mandatory standards.



ONSITE GUIDELINES FOR CONDUCTING REVIEWS FOR COMPARATIVE AND FULL COMPLIANCE AGENCIES

	Mock	Final
I. Preparation		
A. Scheduling Dates/Travel Arrangements	C, F ⁱ	C, F
B. Assessor Pre-read Package		
1. Sample file		F
2. Written directive system description	C, F	C, F
3. Annual report (if available)	C, F	C, F
4. Self-assessment status report	C, F	C, F
5. Public information advisement		C, F
6. Maps with directions to facility	C, F	C, F
7. Visitor brochures of the area		C, F
8. Hotel accommodations information	C, F	C, F
9. Pending lawsuits/litigation/agency investigations		C, F
C. Preliminary Contacts		
1. Accreditation Manager to Mock Assessors	C, F ⁱⁱ	
2. Team Leader to Team Members	C, F	C, F
3. Team Leader to Accreditation Manager	C, F	C, F
4. Program Manager to Team Leader/Members		C, F
D. Review Agency Materials	C, F	C, F
E. Agency Education and Awareness	C, F	C, F
F. Community Education and Awareness		C, F
II. Team Conference		
A. Training		C, F
B. Chapter Assignments	C, F	C, F
C. Introductions (Team Members)	C, F	C, F
D. Philosophy and Orientation	C, F	C, F
III. On-Site Activities		
A. Team/Accred. Mgr. Preliminary Meeting	C, F	C, F
1. Provide Agency Accreditation Manager [®] data	Optional	C, F
B. Introduction and Entrance Interview with CEO	Optional	C, F
C. Static Display	Optional	Optional
D. Agency/Supporting Agencies Tour	C, F	C, F
1. Defined by agency & approved by Program Manager	Optional	C, F
2. Confirm Observable Standards Compliance	C, F	C, F
E. File/Compliance Review	C, F	C, F
1. Ride-alongs	Optional	Optional
2. Attend shift briefings	Optional	Optional
3. Personnel Interviews	Optional	C, F
4. Facility Examination	C, F	C, F
5. Verify Corrective Action		C, F

F. Public Information Activities		
1. Public Hearing		Optional
2. Media Contacts		Optional
3. Correspondence (if received)		C, F
G. Contact Program Manager for update		
		C, F
H. Collect Required Materials		
1. Old/New Directives requiring corrective action		C, F
2. Press Release/Newspaper Articles		C, F
3. Exemplary Project Documentation		C, F
4. Public Information (letters, hearing attendees)		C, F
5. Critiques		C, F
6. Agency Profile		C, F
7. Assessor Notes		C, F
8. Waiver Form (if applicable)		C, F
9. Non-Compliance Documentation		C, F
10. Proof of current CALEA accreditation status		C
I. Team Debriefing		
1. Standards Total Reconciliation	C, F	C, F
a. Software Data Transfer (if applicable)		C, F
b. Print & initial final SSF's (assessor tools software)		C, F
2. Assessor Assignment Completion Verification	C, F	C, F
3. Review Exit Interview Agenda/Comments	C, F	C, F
J. Exit Interview		
1. Review Compliance Tally	C, F	C, F
2. Team Summary to Agency	C, F	C, F
3. Team Recommendation for Review by Commission		C, F
IV. Accreditation Manager Contact with Program Manager		
	C, F ⁱⁱⁱ	C, F
V. Team Leader Contact with Program Manager		
	C, F ^{iv}	C, F
VI. Follow-up Action (if required)		
		C, F
VII. Final Report		
		C, F
A. Team Leader Reviews Draft w/team and Program Mgr.		
		C, F
B. Team Leader Submits Completed On-Site Package to Program Manager with recommendation to Commission		
		C, F
C. Supplemental/Addendum Report submitted (if required)		
		C, F

C = Comparative Compliance guidelines

F = Full Compliance guidelines

ⁱ Mock assessments should be scheduled no later than three months prior to on-site review.

ⁱⁱ Mock assessors should be selected from approved assessor pool

ⁱⁱⁱ A conference call including the following items should occur at the conclusion of the mock assessment between the Team Leader, Accreditation Manager, and Program Manager:

- Significant non-compliance issues
- Plan of action
- Estimate of readiness for on-site review

^{iv} Same as above

AGENCIES MAY APPLY FOR A WAIVER OF A MANDATORY STANDARD. WAIVERS WILL BE CONSIDERED ON A CASE-BY-CASE BASIS, AND WILL BE CONSIDERED WHERE THE CIRCUMSTANCES OF THE AGENCY PRECLUDE COMPLIANCE.

A
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C
Y

The _____ requests a waiver from the Commission for Florida Law Enforcement Accreditation for Mandatory Standard number _____ for the following reasons:

Chief Executive Officer

Date

E
X
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E

A provisional waiver is granted pending verification of the conditions stated above by the On-Site Assessment Team.

The request for a waiver is denied for the following reason(s):

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For the Commission:

Executive Director

Date

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Conditions cited for the Provisional Waiver have been verified and the waiver request is recommended for approval by the Commission.

Conditions cited for the Provisional Waiver are not sufficient to warrant the waiver request, and the request is not recommended for approval by the Commission for the following reason(s):

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Assessment Team Leader

Date

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Waiver GRANTED

Waiver DENIED

For the Commission:

Chair

Date

Please complete and return to:

Commission for Florida Law Enforcement Accreditation
3504 Lake Lynda Drive, Suite 380, Orlando, Florida 32817



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Please provide standard number, and place an X in the appropriate box.

Standard # _____

New Standard		Revision		Deletion	
--------------	--	----------	--	----------	--

Proposal (State the standard exactly as you believe it should appear in the manual).

Rationale for revision.

Proposed by: _____
Date submitted _____
Name _____ Email _____
Agency _____
Address _____
City, State, ZIP _____
Phone _____

CEO Approval _____

All proposed revisions will be submitted to the Standards Review and Interpretations Committee via CFA for consideration.
Forward to: CFA, P.O. Box 1489, Tallahassee, FL 32302, phone (800) 558-0218

Approved _____	Disapproved _____	Approved with changes _____
----------------	-------------------	-----------------------------



COMMISSION FOR FLORIDA LAW ENFORCEMENT ACCREDITATION, INC.

APPLICATION *Please print or type*
(You may also apply online at www.flaccreditation.org)

Agency _____

Address _____

City _____ Zip _____ County _____

Does your agency have a web-site? _____

Chief Executive Officer _____ Email _____

Authorized Sworn Law Enforcement Members _____ Total Personnel _____

Accreditation Manager _____ Email _____

Phone () _____ Fax () _____

Our agency is seeking:

- Full compliance (Florida Standards only):
Circle one: Initial Accreditation Reaccreditation

- Comparative Compliance (Current CALEA Accreditation plus additional Florida Standards). My CALEA Program Manager is _____.

Does your agency have a copy of the current Florida Standards Manual? _____

Chief Executive Officer

Date

Please send completed application and the attached Agency Status Survey to: Commission for Florida Law Enforcement Accreditation, Inc., 3504 Lake Lynda Drive, Suite 380, Orlando, FL 32817. Your agency will be invoiced for accreditation/recognition fees and sent agreement as appropriate. Please contact your Program Manager for additional information at 1-800-558-0218.

9. Is your agency a member of FLA-PAC? Yes No
10. Have you been in contact with your agency's Program Manager (Jana Paulk for North Florida, Debbie Moody for South Florida) to discuss the application process?
- Yes No

Additional Comments:

11. What influenced your CEO's decision to apply for state accreditation?
- Other local agency involvement Local government officials
- Community interest CFA educational efforts
- Other_____

12. How did you first hear about the state accreditation process?
- CFA marketing other law enforcement agency
- FLA-PAC Florida Police Chiefs or Florida Sheriffs Association
- local media Other_____

13. Briefly describe the type of law enforcement services your agency provides the community you serve.

14. Does your agency provide court security? Yes No
15. Does your agency have holding/booking areas? Yes No
16. Does your agency have interview rooms? Yes No
17. Does your agency employ part-time or auxiliary members? Yes No
18. Does your agency perform a patrol function? Yes No
19. Does your agency receive any type of investigative assistance from other law enforcement agencies?
- Yes Please explain_____
- _____
- No

20. Does your agency come into contact with juvenile offenders?

Yes No

21. Who performs the dispatch/communications function for your agency?

22. Have you been in contact with any accredited agencies in your area?

Yes No

If yes, please explain _____

23. Would your agency be interested in a site visit to evaluate the status of your physical plant?

Yes No

24. We believe our agency would be ready to sign an accreditation agreement within:

60 days 90 days 120 days

Other _____

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