



## Commission for Florida Law Enforcement Accreditation, Inc.

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### MEMORANDUM

Date: February 3, 2010

From: CFA

Subject: Change notice 4.0.18

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The following revisions were approved by the Commission at the February 3, 2010 meeting. They are effective as of this date. Agencies have one year to come in to compliance with new or amended standards.

Added Florida Statute number to compliance key

Standard			Review methods	Assessor Guidelines
<b>2.03 M</b> 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

Deleted Compliance Key “Completed forms” and modified other compliance keys to be observable.

Standard		Review methods	Assessor Guidelines
<b>2.07 M</b> 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
Written directive addressing elements of the standard.	1	1	
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

Added Florida Statute number to compliance key.

Standard		Review methods	Assessor Guidelines
<b>2.08 M</b>	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 searches and seizures; and		
H.	Handling of complaints from the public.		
Compliance keys		Qty initial	Qty reaccred
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
		Accreditation Manager Notes	

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

Modified standard language and second compliance key, standard becomes mandatory.

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

Modified Assessor Guideline for bullet F.

Standard		Review methods	Assessor Guidelines	
<b>3.01 M</b>	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, indexing or searching, 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.	Statements of agency policy;			
E.	<i>Procedures</i> for carrying out agency activities;			
F.	<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.	
G.	Identification of individuals or <i>positions</i> within the agency having authority to issue written directives:			
H.	<i>Procedures</i> for dissemination and receipt of new or revised directives within a specified timeframe; and	○		
I.	<i>Procedures</i> for storing and archiving agency directives.	○		
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 3YD	

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

Moved Florida Statute number from Accreditation Manager note to Compliance Key

Standard		Review methods	Assessor Guidelines
<b>4.01 M</b> 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

Moved Florida Statute number from Accreditation Manager note to Compliance Key

Standard		Review methods	Assessor Guidelines
<b>5.05 M</b> 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-17-00212(14)
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

Deleted second and third compliance keys, and added "I" to Review methods.

Standard		Review methods	Assessor Guidelines
<b>7.05</b>	A directive describes procedures for requesting supplemental or emergency appropriations and fund transfers.	I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 7.05

Change notice 4.0.18 02/03/2010

Added Florida Statute numbers to compliance key.

Standard		Review methods	Assessor Guidelines
<b>9.01</b>	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.	1	1	

CFA 3.0 – 9.01

Change notice 4.0.18 02/03/2010

Added GS1-SL numbers to compliance key.

Standard		Review methods	Assessor Guidelines
<b>10.05</b>	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

Added GS1-SL numbers to compliance key.

Standard		Review methods	Assessor Guidelines
<b>11.05</b>	A directive describes procedures for the maintenance and storage of disciplinary action records.	OF	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
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

**13.05** – Standard deleted

Added GS1-SL item number, added Compliance Key “Florida Statute 119.071”

Standard		Review methods	Assessor Guidelines
<b>13.07 M</b>	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	Accreditation Manager Notes
Written documentation of tests used.	1	1	
Professional licenses/Certificates.	1 each	1 each	1 for each qualified professional conducting examinations.
Observation of secure files.			
GS1-SL Item #24	1	1	
Florida Statute 119.071	1	1	

CFA 3.0 – \*13.08M

Change notice 4.0.07 06/07/06

Change notice 4.0.18 02/03/2010

Added compliance key for GS1-SL numbers.

Standard		Review methods	Assessor Guidelines
<b>14.06 M</b> 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 reaccred	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

Deleted first two compliance keys.

Standard		Review methods	Assessor Guidelines
<b>14.10 M</b>	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

Moved Florida Statute number from Accreditation Manager note to compliance key

Standard		Review methods	Assessor Guidelines
<b>14.11 M</b>	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	Accreditation Manager Notes
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

Deleted "Victim/witness rights brochure" from compliance keys, modified compliance key regarding victim/witness rights documents, added compliance key with Florida Statute number.

Standard		Review methods	Assessor Guidelines
<b>17.05 M</b>	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

Moved Florida Statute number to compliance key, moved last compliance key to Accreditation Manager note.

Standard		Review methods	Assessor Guidelines
<b>18.03M</b> 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

Moved Assessor Guideline and last compliance key to Accreditation Manager note, modified quantities of second compliance key

Standard		Review methods	Assessor Guidelines
<b>18.10 M</b> 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

Added Florida Statute numbers to compliance key.

Standard		Review methods	Assessor Guidelines
<b>19.03 M</b>	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

Changed quantities for second compliance key, added GS-2 number.

Standard		Review methods	Assessor Guidelines
<b>26.01 M</b>	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	Accreditation Manager Notes
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

Changed quantities for second compliance key, moved Florida Statute numbers from Assessor Guidelines to Compliance key, added Accreditation Manager Note.

Standard		Review methods	Assessor Guidelines
<b>27.01 M</b>	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	
Complaint documentation.	1each type	1each type	Include one from bullet A, one from bullet B.
Observation of secure storage.			
Florida Statutes 112.533, 119.07	1	1	

CFA 3.0 – 27.01M

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

Modified second compliance key and quantities, added Accreditation Manager Note, added third compliance key.

Standard		Review methods	Assessor Guidelines
<b>27.06 M</b>	A directive requires that the complainant and the affected member receive written notification of the conclusion of fact and disposition concerning an allegation of misconduct.		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.
Documentation of written notification of the disposition to complainant and member.	1	3YD	For this standard, Disposition means the sanctions that resulted from the conclusion of fact which may include probation, suspension, transfer, termination, and no action.

CFA 3.0 – 27.06M

Comparative Compliance Standard  
Change notice 4.0.18 02/03/2010

Moved reference to Florida Statute from Assessor Guideline and compliance key to Accreditation Manager notes, modified second compliance key and quantities.

Standard		Review methods	Assessor Guidelines
<b>28.01</b>	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

Added Assessor Guideline for bullet B, moved reference to Florida Statutes from Assessor Guideline and Compliance Key to Accreditation Manager Notes.

Standard		Review methods	Assessor Guidelines
<b>28.04</b>	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
Written directive addressing elements of the standard.		1	1
		Accreditation Manager Notes	
		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

Modified quantities for second and third compliance keys, moved Florida Statute number from Accreditation Manager Notes to compliance key.

Standard			Review methods	Assessor Guidelines
<b>28.05 M</b> 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

Modified quantities of second compliance key, moved Florida Statute number from Accreditation Manager Note to Compliance Key.

Standard		Review methods	Assessor Guidelines
<b>28.06 M</b>	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

Moved Assessor Guideline to Accreditation Manager Note.

Standard		Review methods	Assessor Guidelines
<b>29.01 M</b>	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

Modified language of bullet A and Assessor Guideline.

Standard		Review methods	Assessor Guidelines
<b>29.06 M</b>	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

Added new bullet D.

Standard		Review methods	Assessor Guidelines
<b>30.01 M</b>	<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' privacy</i> .	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

Moved reference to Florida Statute from standard statement to Accreditation Manager Note, modified quantities for reaccreditation.

Standard		Review methods	Assessor Guidelines
<b>34.08 M</b>	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
Written directive addressing elements of the standard.		1	1
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
Accreditation Manager Notes			
Refer to FS 316.650.			

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

Added GS2 item numbers and Florida Statute numbers to compliance keys.

Standard		Review methods	Assessor Guidelines
<b>34.10</b>	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

Moved reference to Florida Contraband Forfeiture Act from standard statement and Compliance Key to Accreditation Manager Note, added Florida Statute numbers.

Standard		Review methods	Assessor Guidelines
<b>38.02 M</b>	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