



Commission for Florida Law Enforcement Accreditation, Inc.

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MEMORANDUM

Date: October 28, 2009
From: CFA
Subject: Inspector General Change notice 1.0.02

The following revisions were approved by the Commission at the October 28, 2009 meeting. They are effective as of this date. Agencies have one year to come in to compliance with new or amended standards.

Added “case supporting materials” to the standard statement.

| Standard | | Review methods | Assessor Guidelines |
|-------------------------------|--|----------------|-----------------------------|
| 4.12M | All evidence and <i>case supporting materials</i> are kept in designated secure area(s). | OS | |
| Compliance keys | Qty initial | Qty reaccred | Accreditation Manager Notes |
| Observation of secured areas. | | | |

New standard

Change notice 1.0.01 07/01/09

Change notice 1.0.02 10/28/2009

New glossary term:

Case supporting materials: Materials gathered to support conclusions and recommendations. Case supporting materials may include, but are not limited to, sworn statements, witness statements, timesheets, travel vouchers, and other documentation (both hard copy and electronic) gathered during the administrative investigation.

NEW STANDARD

| Standard | | Review methods | Assessor Guidelines |
|--|---|----------------|--|
| 4.13 M | If the agency has evidence, a directive designates the position accountable for all evidence within their control, and addresses the following, at a minimum: | | |
| A. | An annual audit of evidence is conducted by a member not routinely or directly connected with control of evidence; | I | Audit: The examination of records and activities to ensure compliance with established controls, policies, and operational procedures. |
| B. | An unannounced annual inspection of evidence storage areas is conducted as directed by the agency's IG; and | I | This inspection does not necessarily include the inventory of evidence, which is addressed in bullet C. |
| C. | An annual inventory of evidence is conducted by the responsible person and a designee of the IG. | | 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 | |

New standard

Change notice 1.0.02 10/28/2009