## Agenda topics

- 1.05M Staff
- 1.07 Staff
- 2.06M Staff
- 7.04 Staff
- 10.13M Staff
- 14.12M Staff
- 15.04 Staff
- 17.10M O'Reilly
- 18.06M Staff
- 18.13M Staff
- 20.02M Staff
- 24.01 Staff
- 24.02 Staff
- 24.03 Staff
- 24.04 Staff
- 24.05 Staff
- 25.08M Buffington
- 26.02 Staff
- 27.05M Staff
- 27.08M Staff
- 27.13M Staff
- 28.02M Staff
- 32.03 Staff
<table>
<thead>
<tr>
<th>IG 3.04M</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>IG 5.04M</td>
<td>Staff</td>
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Commission for Florida Law Enforcement Accreditation, Inc.

Standard # ____1.05M_______

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

1.05M
The agency has a designated ADA coordinator in accordance with 28 C.F.R. 35.107.

I. Bullets

II. Proofs of Compliance
- Documentation identifying the ADA Coordinator. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References
28 C.F.R. 35.107

IV. Assessor Guidelines

V. Accreditation Manager Notes
The ADA Coordinator may be within the jurisdiction of the agency.

Rationale for revision.
Duplication of reference in the standard statement.

Proposed by:
Date submitted ____Staff______________________

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

### 1.07

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

**I. Bullets**

- The prior criminal record, character, or reputation of the accused;
- Photographs of accused;
- The existence of any confession, admission of guilt, or statements or refusal of statements made by the accused;
- The results of any examinations or tests of the accused;
- The identity, testimony, or credibility of prospective witnesses;
- Opinions of agency members regarding the guilt or innocence of the accused or merits of the case;
- Personal information identifying the victim;
- Information pertaining to juveniles; and
- Releasing information when other public service agencies are involved in a mutual effort; and

**J. When the accused is an agency member.**

**II. Proofs of Compliance**

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

**III. Required References**

Florida Statutes Chapter 119

**IV. Assessor Guidelines**

The directive should contain information to guide the agency when the accused is an agency member.

**V. Accreditation Manager Notes**

Rationale for revision.

Since we give guidelines for what the directive should include, that should be a bullet within
the standard rather than an Assessor Guideline.

Release of information is governed by Florida Statute, therefore this standard should be mandatory.

Proposed by: 
Date submitted ___Staff____________________

| Approved | Disapproved | Approved with changes |
Proposal (State the standard exactly as you believe it should appear in the manual).

2.06M
A written directive prohibits bias-based profiling in accordance with Florida Statutes and includes the following provisions:

I. Bullets

A. Training agency enforcement personnel in bias based profiling issues including legal aspects; in accordance with CJSTC guidelines;
B. Corrective measures if bias based profiling occurs;
C. Definitions to include bias based profiling and reasonable suspicion;
D. Community education and awareness efforts;
E. A documented annual administrative review of agency practices involving bias-based profiling, to include areas of forfeitures, traffic stops procedures, and seizures; and
F. Handling of complaints from the public.

II. Proofs of Compliance

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

III. Required References

Florida Statutes 30.15 or 166.0493

IV. Assessor Guidelines

V. Accreditation Manager Notes

Rationale for revision.
This change brings the standard in line with Florida Statute.

Proposed by:
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Date submitted ____ Staff______________________

Approved__________ Disapproved____________ Approved with changes
STANDARDS REVISION FORM

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

7.04
A written directive requires that the following information be provided in writing to the affected member when a misconduct investigation results in dismissal:

I. Bullets
   A. Reason;
   B. Effective date;
   C. Status of fringe and retirement benefits;
   D. A statement related to the employee’s right to submit information to their personnel file to refute or explain the reasons for the dismissal.

II. Proofs of Compliance
   • Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
   • Proof that information is provided to affected members. (Qty Initial: 1) (Qty Reaccred: 1)
   • Random reviews of additional samples

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Rationale for revision.

Bullet D is not standard practice at all agencies, and in some cases is prohibited.

The Proof of Compliance does not enhance the agency’s compliance level with the standard.

Proposed by:
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CEO Approval

Approved__________ Disapproved____________ Approved with changes
Proposal (State the standard exactly as you believe it should appear in the manual).

**10.13M**
All sworn members will receive periodic first aid refresher training, as defined by the agency.

I. Bullets

II. Proofs of Compliance

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

III. Required References

CJSTC Rule 11B-20.001(4)
CJSTC Rule 11B-20.0014(2)(d)5,6

IV. Assessor Guidelines

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

V. Accreditation Manager Notes

Instructors must either meet requirements of standard 10.09M, or be exempt as outlined in CJSTC Rule 11B-20.0014 the Required References.

Rationale for revision.
Clarifies CJSTC requirements.

Proposed by:
Date submitted _____Staff______________July 25, 2016_______

CEO Approval____________________________________
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14.12M

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

I. Bullets

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

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

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

V. Accreditation Manager Notes

This standard applies to the patrol function.

Rationale for revision.

Language clarifies narcotics are what need to be accounted for, not K-9s.

Proposed by:
Date submitted _____ Staff ___________________________
| Approved | Disapproved | Approved with changes |
A written directive establishes follow-up investigative procedures to include:

I. **Bullets**

A. Reviewing and analyzing all previous reports, agency records, laboratory examination results and external sources of information;
B. Conducting additional interviews;
C. Conducting searches for additional physical evidence;
D. Identifying and apprehending suspects;
E. Determining involvement of suspects in other crimes;
F. Checking suspects’ criminal histories; and
G. Preparing cases for court presentation.

II. **Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Recred: 1)
- Observe case files addressing elements of the standard.
- Interviews.

III. **Required References**

IV. **Assessor Guidelines**

Multiple investigative files may be used to show compliance with this standard.

V. **Accreditation Manager Notes**

Rationale for revision.

Recommended for deletion. This is a very basic requirement for law enforcement agencies.

Proposed by:  ____Staff______________
Date submitted  ____July 25, 2016______
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CEO Approval_______________________________
Proposal (State the standard exactly as you believe it should appear in the manual).

A written directive addresses the use of explosive devices, and includes the following:

I. **Bullets**

   A. Training;
   B. Criteria for use;
   C. Restrictions;
   D. Transport;
   E. Documentation; and
   F. Secure storage.

II. **Proofs of Compliance**

   - Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
   - Documentation of training. (Qty Initial: 1) (Qty Reaccred: 1)
   - Interviews with members responsible for storage.

III. **Required References**

   Title 27, Code of Federal Regulations, part 555  
   ATF ruling 2009-3  
   ATF ruling 2012-4

IV. **Assessor Guidelines**

V. **Accreditation Manager Notes**

Explosive devices include flash bangs and other similar devices using a fuze assembly.

Rationale for revision.

Although highly regulated, there are no routine inspections by any governing authority, resulting in many agencies improperly storing explosives (usually inadvertently). A standard addressing this would inform agencies of the requirements as well as assist in complying with federal regulations for the safety of employees.
Proposed by: Lt. Michael O'Reilly, Naples Police Department
Date submitted: July 25, 2016

| Approved | Disapproved | Approved with changes |
Proposed (State the standard exactly as you believe it should appear in the manual).

18.06M
The agency completes annual analyses of traffic crash data and traffic enforcement data.

I. Bullets

II. Proofs of Compliance

• Traffic crash analysis reports (Qty Initial: 1) (Qty Reaccred: 1 each year)
• Traffic enforcement analysis reports (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

The reports required by this standard may be combined in a single document.

Rationale for revision.

Many traffic stops result in undocumented warnings only, which causes the analysis to be conducted using insufficient data.

Some agencies conduct little to no traffic enforcement based on their core mission, again, having insufficient data to conduct a meaningful analysis.

Proposed by:
Date submitted ___Staff______________________

CEO Approval_______________________________

Approved______ Disapproved________ Approved with changes________
Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # 18.13M

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

18.13M
A written directive specifies the requirements and documentation for the towing of all vehicles.

I. Bullets

II. Proofs of Compliance
- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Completed tow log. (Qty initial: 1) (Qty Reaccred: 1)

III. Required References

CJIS Certification Manual

IV. Assessor Guidelines

V. Accreditation Manager Notes

Rationale for revision.

Unnecessary reference.

Proposed by:
Date submitted ____Staff_____________July 25, 2016_______

CEO Approval_______________________________

Approved_ Disapproved_ Approved with changes_
Proposal (State the standard exactly as you believe it should appear in the manual).

**20.02M**
A written directive requires when members are notified they are the subject of an *internal affairs investigation*, the agency issues the member written notification of the allegations and the member’s rights and responsibilities relative to the investigation.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Documentation demonstrating written notification of the allegation issued to member. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation demonstrating issuance of employee’s rights and responsibilities notification. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Rationale for revision.

Language clarification.

Proposed by: [Signature]
Date submitted: [Staff] [July 25, 2016]

CEO Approval: [Signature]

Approved [ ] Disapproved [ ] Approved with changes [ ]
**Commission for Florida Law Enforcement Accreditation, Inc.**

**STANDARDS REVISION FORM**

Standard # ___24.01__________

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

24.01 M

A written directive provides procedures for the service or execution of civil process and includes:

I. **Bullets**
   A. The responsibilities relating to the methods of service and the actions required of the process server; and
   B. Each type of process and the identification of any unique requirements of a particular process.

II. **Proofs of Compliance**

   • Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
   • Authorization from Chief Judge for municipal agencies. (Qty initial: 1) (Qty Reaccred: 1)
   • Sheriff’s request for University agencies. (Qty initial: 1) (Qty Reaccred: 1)

III. **Required References**

   Florida Statutes 741.30, 1012.97, and Chapter 48

IV. **Assessor Guidelines**

V. **Accreditation Manager Notes**

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**Rationale for revision.**

TABLED FROM JUNE 2016 MEETING. Civil process is addressed in Florida Statute, and therefore should be mandatory.

Proposed by:
Date submitted ____Staff______________________

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

24.02
A written directive requires that the service, execution, and attempts to serve civil process are documented and include the following:

I. Bullets
   A. Date and time served or attempted;
   B. Name of server;
   C. Reason for non-service, if applicable;
   D. Method of service;
   E. Location of service or attempted service; and
   F. To whom the process was served or on whom executed.

II. Proofs of Compliance
   • Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
   • Documentation showing elements of the standard. (Qty initial: 3) (Qty Reaccred: 1 each year)

III. Required References
    Florida Statutes 741.30, 1012.97

IV. Assessor Guidelines

V. Accreditation Manager Notes

Rationale for revision.
TABLED FROM JUNE 2016 MEETING. Civil process is addressed in Florida Statute, and therefore should be mandatory.

Proposed by:
Date submitted ___Staff______________________

CEO Approval_______________________________

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Approved __________ Disapproved __________ Approved with changes __________
Proposal (State the standard exactly as you believe it should appear in the manual).

24.03
A written directive states only sworn officers may execute orders for civil arrests or writs requiring the seizure of real or personal property.

I. Bullets

II. Proofs of Compliance
- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Rationale for revision.
TABLED FROM JUNE 2016 MEETING. Civil process is closely monitored by the court system, recommended for deletion as this is a duplication of effort.

Proposed by:
Date submitted ___Staff______________________

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

24.04
A written 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:

I. Bullets
A. Description of property;
B. Identification numbers, if applicable; and
C. Name of the person from whom the property was received.

II. Proofs of Compliance
- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Documentation showing elements of standard. (Qty initial: 3) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Rationale for revision.
TABLED FROM JUNE 2016 MEETING. Civil process is closely monitored by the court system, recommended for deletion as this is a duplication of effort.

Proposed by:
Date submitted ____Staff______________________

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

24.05
A written directive describes procedures and methods for the disposition of property acquired through civil process.

I. Bullets

II. Proofs of Compliance

• Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
• Documentation of disposition of property. (Qty initial: 3) (Qty Reaccred: 3)

III. Required References

Florida Statute 56.22

IV. Assessor Guidelines

V. Accreditation Manager Notes

Rationale for revision.

TABLED FROM JUNE 2016 MEETING. Civil process is closely monitored by the court system, recommended for deletion as this is a duplication of effort.

Proposed by:
Date submitted ____Staff______________________

CEO Approval ________________________________

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25.08M
Communications members have immediate access to all tactical dispatching plans, which include procedures to be followed in directing resources and obtaining information on crimes in progress.

I. Bullets

II. Proofs of Compliance
   - Observation of immediate access to elements of the standard.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Rationale for revision.
Tabled from June meeting.

When we take into consideration the technology being used by our communications center's there isn't a need for tactical dispatch plans, since many do not handle the call any different from any other call. Each call has a specific set of questions that can be called up by the dispatcher should the need arise. Recommend deletion of this standard.

Proposed by:
Date submitted _______Lieutenant Mark Buffington, Indian River County Sheriff's Office

Approved ___________ Disapproved ___________ Approved with changes ___________
Commission for Florida Law
Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # 26.02

New Standard | Revision | X | Deletion

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

26.02
A written directive establishes procedures and authority for report distribution:

I. Bullets
   A. Within the agency;
   B. To organizations outside the agency; and
   C. When a public records request is received.

II. Proofs of Compliance
   • Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References
   Chapter 119 Florida Statutes

IV. Assessor Guidelines

V. Accreditation Manager Notes

Rationale for revision.

Required by Florida Statute, this standard should be mandatory.

Proposed by:
Date submitted ___Staff______________________

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 ____________
New Standard | Revision | X | Deletion

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

**27.05M**
A written directive specifies procedures concerning collection, processing, and preservation of digital evidence. The procedures include:

I. **Bullets**
   A. Training of personnel who **use seize** digital equipment;
   B. Storage of original image or document;
   C. Protocol for processing digital evidence, to include gathering, editing, and ensuring authenticity.

II. **Proofs of Compliance**
   - Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
   - Documentation of training. (Qty Initial: 3) (Qty Reaccred: 3)
   - Observation of storage.

III. **Required References**

IV. **Assessor Guidelines**

V. **Accreditation Manager Notes**

Rationale for revision.
Language change clarifies the intent, it’s not the use of digital equipment, it’s how to handle seizing it.

Proposed by:
Date submitted ___Staff______________________

Approved__________ Disapproved____________ Approved with changes__________
Commission for Florida Law Enforcement Accreditation, Inc.

Standard # 27.08M

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

27.08M
The agency has refrigerated storage for perishable items of evidence; and includes:

I. Bullets
   A. Security; and
   B. Provisions for maintaining the integrity of evidence in the event of power outage.

II. Proofs of Compliance
   • Observation of refrigerated storage.
   • Interviews.

III. Required References

IV. Assessor Guidelines

Location of the refrigerator within the facility should be considered to determine if additional security is required. If separate lock boxes are used, they must be secured inside the refrigerator.

V. Accreditation Manager Notes

Rationale for revision.

This standard is recommended for comparative compliance as CALEA does not address bullet B.

Proposed by:
Date submitted ___Staff______________________

Approved_____ Disapproved ______ Approved with changes
Commission for Florida Law
Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # ___27.13M__________

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

27.13M
A written directive states evidence custodians are accountable for all evidence within their control, and addresses the following:

I. Bullets

A. An annual audit, which consists of an examination of conformance with agency controls, policies and procedures, of the evidence function, is conducted by a member not routinely or directly connected with control of evidence;

B. An unannounced annual inspection, which consists of a review of evidence storage areas for organization and orderliness, is conducted as directed by the agency's CEO;

C. An annual inventory, which consists of a full or partial accounting, as defined by the agency, of evidence is conducted by the property custodian or designee and a designee of the CEO not routinely or directly connected with control of evidence; and

D. Follow-up investigative procedures for lost, missing, or stolen evidence; and

D-E. Purging by lawful methods.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation demonstrating compliance with each element of the standard. (Qty Initial: 1 each) (Qty Reaccred: 1 each for each year)
- Documentation of follow-up investigations (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

*Agency policy for inventory must specify amounts or percentages.*

Audits, inspections and inventories are to be documented separately.

Evidence audits, inventories, and inspections may be conducted concurrently with property functions, but must be documented as separate functions.

Rationale for revision.

Brings the standard in line with 28.02M, which was changed at the June meeting. AM note requires agency to identify either percentages or number of items to be included in inventories.
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.

STANDARDS REVISION FORM

Standard # __28.02M__________

New Standard | Revision | X | Deletion

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

**28.02M**
A written directive states property custodians are accountable for all property within their control, and addresses the following:

I. **Bullets**

A. An annual audit, which consists of an examination of conformance with agency controls, policies and procedures, of the property function, is conducted by a member not routinely or directly connected with control of property;

B. An unannounced inspection, which consists of a review of property storage areas for organization and orderliness, is conducted as directed by the agency’s CEO;

C. An annual inventory, which consists of a full or partial accounting, as defined by the agency, of property is conducted by the property custodian or designee and a designee of the CEO not routinely or directly connected with control of property; and

D. Follow-up investigative procedures for lost, missing, or stolen property; and

E. Purging by lawful methods.

II. **Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation demonstrating compliance with each element of the standard. (Qty Initial: 1 each) (Qty Reaccred: 1 each for each year)

III. **Required References**

IV. **Assessor Guidelines**

V. **Accreditation Manager Notes**

*Agency policy for inventory must specify amounts or percentages.*

Audits, inspections and inventories are to be documented separately.

Property audits, inventories, and inspections may be conducted concurrently with evidence functions, but must be documented as separate functions.
Rationale for revision.
AM note requires agency to identify either percentages or number of items to be included in inventories.

Proposed by:  
Date submitted ___Staff__________________________

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 |
STANDARDS REVISION FORM

Standard # ___32.03M__________

| New Standard | Revision | X | Deletion |

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

32.03
A written directive addresses the use of unmanned aerial vehicles, and includes the following:

I. Bullets

A. Member responsibilities;
B. Training;
C. Privacy considerations;
D. Criteria for activation;
E. Documentation;
F. Retention of recordings; and
G. Restrictions.

II. Proofs of Compliance

• Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
• Documentation of training. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Rationale for revision.

Information required by bullet D is already addressed through other elements of the standard.

Proposed by:
Date submitted ___ Staff ____________________________

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

### 3.04M
If the agency has sworn staff members, all sworn staff members will receive periodic first aid refresher training, as defined by the agency.

#### I. Bullets

#### II. Proofs of Compliance

- Proof of Training. (Qty Initial: 1) (Qty Reaccred: 3)
- Instructor qualifications (Qty Initial: 1) (Qty Reaccred: 3)
- Interviews.

#### III. Required References

- CJSTC Rule 11B-20.0014

#### IV. Assessor Guidelines

- Instructors will possess active CPR or First Aid Instructor Certification.

#### V. Accreditation Manager Notes

- Instructors must either meet requirements of standard 10.09M, or be exempt as outlined in CJSTC Rule 11B-20.0014.

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**Rationale for revision.**

Changes bring this standard in line with CJSTC Rules and CFA Law Enforcement Standard 10.13M.

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Proposed by:

Date submitted __Staff______________________

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Approved ____________ Disapproved ____________ Approved with changes ____________
**Proposal (State the standard exactly as you believe it should appear in the manual).**

5.04M

If the agency has criminal evidence, a written directive designates the position accountable for all evidence within their control, and addresses the following:

I. **Bullets**

A. An annual audit of evidence is conducted by a staff member not routinely or directly connected with control of evidence. The annual evidence audit includes an examination of conformance with agency controls, policies and procedures;

B. An unannounced annual inspection of evidence storage areas is conducted as directed by the agency's IG. The unannounced annual inspection includes a review of property and evidence storage areas for organization and orderliness;

C. An annual inventory of evidence is conducted by the responsible staff member and a designee of the IG. The annual evidence inventory includes a full or partial accounting of evidence, as defined by the agency; and

D. _______ Follow-up investigative procedures for lost, missing, or stolen property or evidence; and

D.E. Purging by lawful methods.

II. **Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation demonstrating compliance with each element of the standard. (Qty Initial: 1 each) (Qty Reaccred: 1 each for each year)
- Documentation of follow-up investigations. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interviews.

III. **Required References**

IV. **Assessor Guidelines**

V. **Accreditation Manager Notes**

Rationale for revision.

Changes bring this standard in line with CFA Law Enforcement Standard 27.13M.

Proposed by:

Date submitted ____Staff______________________
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