

**FLORIDA
POLICE ACCREDITATION COALITION**



**STANDARD
OPERATING PROCEDURES**

**Revised
February 18, 2020**

This manual contains the standard operating procedures of the Florida Police Accreditation Coalition, Inc. (FLA-PAC).

The mission of FLA-PAC is to support individuals with an interest in the accreditation process, and recognize the concept of accreditation for law enforcement agencies, correctional institutions/facilities, crime laboratories, public safety agencies, Inspectors General Offices, pre-trial agencies, public safety communications centers, and any public entity as a means of enhancing the quality of law enforcement services, correctional activities, and other public services within the State of Florida. To this end, FLA-PAC provides a network for member agencies to encourage communication, mutual cooperation, training, support, and the sharing of resources.

This Florida Police Accreditation Coalition Standard Operating Procedures Manual has been created for use by all members who wish to become involved in FLA-PAC activities through service on the executive board, service on a standing committee, or through the various other opportunities available to assist in the operation of the organization.

Our goal with this document is to ensure that FLA-PAC executive board and committee members are aware of and completely understand their duties, responsibilities and activities, so they may best serve the membership as a whole.

Throughout this manual, the term 'board' shall be synonymous with 'executive board.'

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	Regular Agency Membership		PAC.100.01
	Date Issued:	Effective Date:	
Dates Revised: February 21, 2019			
www.fla-pac.org			

Scope:


This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to define the types of membership of the organization.

Procedure:

1. Regular agency membership shall be open to all law enforcement agencies, correctional institutions/facilities, crime laboratories, public safety agencies, Offices of Inspectors General, pre-trial agencies, and public safety communications centers in the State of Florida interested in the process of attaining or maintaining professional accreditation. Membership shall be granted to the agency upon receipt and approval of a completed membership application and dues. To be considered a member in good standing, all dues and financial obligations to FLA-PAC must be satisfied and current.
2. All members, regardless of type, are expected to abide by the Florida Police Accreditation Coalition Membership Code of Ethical Conduct.

	Directive:		Number:
	Associate Membership		PAC.100.02
	Date Issued:	Effective Date:	
Dates Revised: February 21, 2019			
www.fla-pac.org			

Scope:


This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to define the types of membership of the organization.

Procedure:

1. Associate membership shall be open to all law enforcement agencies, correctional institutions/facilities, crime laboratories, public safety agencies, Offices of Inspectors General, pre-trial agencies, and public safety communications centers outside the State of Florida, and other government agencies, private organizations, and individuals within or outside Florida with an interest in the accreditation process. Associate membership may be bestowed upon an agency or an individual. Membership shall be granted upon receipt of a completed membership application, payment of dues, and approval by the FLA-PAC board. Associate members have no vote and may not hold a position on the board of FLA-PAC.
2. All members, regardless of type, are expected to abide by the Florida Police Accreditation Coalition Membership Code of Ethical Conduct.

	Directive:		Number:
	Individual Membership		PAC.100.03
	Date Issued:	Effective Date:	
Dates Revised: February 21, 2019			
www.fla-pac.org			

Scope:

This procedure applies to all Florida Police Accreditation Coalition members.


Policy:

It is the policy of the Florida Police Accreditation Coalition to define the types of membership of the organization.

Procedure:

1. Individual membership shall be open to any individual who retires from a law enforcement agency, correctional institution/facility, public safety agency, Office of Inspector General, pre-trial agency, or public safety communications center, or who separates from one of the above agencies in good standing.
 - a. A member who separates from their agency by resignation in lieu of termination, or is terminated for just cause for violation of the agency's disciplinary standards, or who was the subject of a criminal or administrative investigation at the time of their separation will not be considered for FLA-PAC membership.
2. Membership shall be granted upon receipt of a completed membership application, payment of dues, and approval by the FLA-PAC board.
3. Individual members have no vote and may not hold a position on the board of FLA-PAC.
4. Individual members shall have their conference registration waived as long as they are an individual member in good standing, however, individual members shall be responsible for their own accommodations when attending a FLA-PAC conference.

All members, regardless of type, are expected to abide by the Florida Police Accreditation Coalition Membership Code of Ethical Conduct.

	Directive:		Number:
	Lifetime Membership		PAC.100.04
	Date Issued:	Effective Date:	
Dates Revised: February 18, 2020			
www.fla-pac.org			

Scope:


This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to define the types of membership of the organization.

Procedure:

1. Lifetime membership may be bestowed upon an individual by the board for demonstrated dedication and service to FLA-PAC. Lifetime membership honorees who attend meetings of the FLA-PAC individually have no vote and may not hold a position on the board of FLA-PAC. If a lifetime honoree remains employed, or is re-employed by a member agency, their lifetime membership does not limit their ability to vote on issues before the general membership and act on behalf of their employing agency.
2. Lifetime members shall have their conference registration waived, however, lifetime members shall be responsible for their own accommodations when attending a FLA-PAC conference.
3. All members, regardless of type, are expected to abide by the Florida Police Accreditation Coalition Membership Code of Ethical Conduct.

	Directive:	Number:
	Membership Dues	PAC.100.05
	Date Issued:	Effective Date:
Dates Revised: February 21, 2019		
www.fla-pac.org		

Scope:

This procedure applies to all Florida Police Accreditation Coalition members.


Policy:

It is the policy of the Florida Police Accreditation Coalition to establish dues for each type of membership of the organization.

Procedure:

The current fee structure for membership dues is:

Agency Size	Membership Dues
1-24 employees	\$150.00
25-199 employees	\$175.00
200-999 employees	\$200.00
1000+ employees	\$225.00
Associate Member	\$150.00
Individual Member	\$ 10.00

	Directive: New Executive Board Member Training		Number: PAC.200.01
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to Florida Police Accreditation Coalition executive board members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to provide training to its incoming executive board (hereinafter referred to as board) members.

Procedure:

As a new member of the board is elected to office, the incumbent member will provide on-the-job training to the newly appointed member following the election of the new member. All outgoing members of the board are required to provide formal training in the FLA-PAC Standard Operating Procedures Manual and FLA-PAC by-laws to their incoming member counterpart within 90 days.

	Directive: FLA-PAC President Duties and Responsibilities		Number: PAC.200.01.01
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:

This procedure applies to Florida Police Accreditation Coalition board members.

Policy:


It is the policy of the Florida Police Accreditation Coalition to define the duties and responsibilities of each member of its board.

Procedure:

The President serves as the chief executive officer of FLA-PAC and will:

1. Represent or appoint a designee of FLA-PAC for all functions and meetings deemed appropriate, serve as liaison with accrediting bodies, and promote, protect and convey the interests of FLA-PAC, (e.g., CFA, FCAC, and CALEA meetings, law enforcement agency special functions, FSA and FPCA conferences, etc.).
2. Preside at board and business meetings ensuring agenda, current by-laws and Robert's Rules of Order are followed.
3. Manage or supervise general items of business conducted between regular scheduled business meetings.
4. Coordinate agenda for business meetings.
5. Plan and provide agenda for board meeting.
6. Promote accreditation and the benefits of membership in FLA-PAC, serving as an emissary for accreditation at all levels.
7. Appoint board members to serve as an advisor/liaison to each standing committee listed in FLA-PAC SOP Manual Chapter 3, Committees, with the exception of the Nominating Committee, which shall be appointed by the board.

8. Review all committee reports, ensuring committee activities and objectives are in keeping with FLA-PAC goals.
9. Appoint advisors, committees, and/or committee chairs to assist in the affairs of FLA-PAC.
10. Monitor the performance of all board members. Whenever a substantial deficiency in FLA-PAC knowledge or training is observed, the president shall provide remedial training. The training shall be provided by individual instruction or through scheduled remedial training at a board meeting.
11. Bestow the Presidential Award to a member of FLA-PAC who has distinguished him/herself from other members of the organization. The Presidential Award is awarded to a member that demonstrates a high degree of professional excellence by successfully handling a difficult project, program, or situation in furtherance of the objectives of FLA-PAC.
12. Whenever a board member is newly elected/appointed, ensure that he/she receives the current version of these SOPs and transition assistance.
13. Fill board vacancies. Once a vacancy occurs, the president shall appoint a qualified replacement, pro-tem, to serve the remainder of the unfilled term. The president shall announce the opening during the general business meeting prior to appointing a replacement.
14. Other than conference expenses, approve all checks over \$500.

	Directive: FLA-PAC First Vice President Duties and Responsibilities		Number: PAC.200.01.02
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:

This procedure applies to Florida Police Accreditation Coalition board members.


Policy:

It is the policy of the Florida Police Accreditation Coalition to define the duties and responsibilities of each member of its board.

Procedure:

In the absence of the president, the first vice-president will assume and discharge the duties of the president and will:

1. Ensure FLA-PAC website Agency Management contact information is current and accurate.
2. Assist the president with general activities of FLA-PAC and any other duties, as directed by the president.
3. Serve as advisor and liaison to committee(s), as designated by the President.
4. Attend all FLA-PAC business meetings and any other meetings, as required.
5. Assist with communication between the president and other board members.

	Directive: FLA-PAC Second Vice President Duties and Responsibilities		Number: PAC.200.01.03
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:

This procedure applies to Florida Police Accreditation Coalition board members.


Policy:

It is the policy of the Florida Police Accreditation Coalition to define the duties and responsibilities of each member of its board.

Procedure:

The second vice president assists the president and first vice-president generally, and will:

1. Perform the duties of the president in the absence of the president and first vice president.
2. Serve as advisor and liaison to committee(s), as designated by the president.
3. Coordinate posting of conference information on the FLA-PAC website.
4. Attend all FLA-PAC business meetings and any other meetings, as required.
5. Assist with communication between the president and other board members.
6. Generate e-training certificates from rosters provided by the training committee chairperson.

	Directive: FLA-PAC Public Relations Director Duties and Responsibilities		Number: PAC.200.01.04
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:

This procedure applies to Florida Police Accreditation Coalition board members.


Policy:

It is the policy of the Florida Police Accreditation Coalition to define the duties and responsibilities of each member of its board.

Procedure:

The public relations director assists the president generally, and will also:

1. Organize FLA-PAC conferences and coordinate volunteers to assist in the provision of services for all FLA-PAC-related conference activities.
2. Serve as advisor and liaison to committee(s), as designated by the president.
3. Attend all FLA-PAC business meetings and any other meetings, as required.
4. Assist with communication between the president and other board members.
5. Prepare the registration list and name tags for all attendees.

	Directive: FLA-PAC Secretary Duties and Responsibilities	Number: PAC.200.01.05
	Date Issued:	Effective Date:
	Dates Revised: February 21, 2019	
www.fla-pac.org		

Scope:

This procedure applies to Florida Police Accreditation Coalition board members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to define the duties and responsibilities of each member of its board.

Procedure:


The secretary records all FLA-PAC meetings, and will:

1. At Business Meetings:
 - (a) Take roll call of officers and member agencies present.
 - (b) Record attendance of any dignitaries, VIP's, Chiefs, Sheriffs, elected officials, etc., and synopsize remarks to membership.
 - (c) Record all proceedings to include:
 - i. Times for call to order, breaks, resumption of meeting, and adjournment.
 - ii. Motions and seconds (name: specifics of motion, second).
 - iii. Specifics of officer's reports, committee reports, old business, new business, good of the order.
 - (d) Prepare minutes and submit to the board within 30 days of the meeting.
 - (e) Attach copies of all relevant material distributed (treasurer's report, by-law changes, etc.).

2. At Board Meetings:
 - (a) Take detailed, chronological notes to include:
 - i. Date
 - ii. Times
 - iii. Location
 - iv. Board members and other persons in attendance
 - v. Specifics of all discussion
 - (b) Prepare minutes and submit to the board within 30 days of the meeting.

3. Minutes will be prepared utilizing the following general format:
 - (a) Date(s) of meeting
 - (b) Location
 - (c) Board members present
 - (d) Verification of presence of a quorum
 - (e) Specifics of items of agenda
 - (f) Signature of secretary
4. Serve as advisor and liaison to committee(s), as designated by the president.
5. Maintain additional minutes and the FLA- PAC by-laws.
6. Serve as archivist for minutes, by-laws, the SOPs, and any other FLA-PAC-generated reports.
7. The secretary receives correspondence on a regular basis and will:
 - (a) After receiving mail:
 - i. Redirect mail as needed
 - ii. Notify president of all correspondence
 - iii. Maintain a file of all correspondence
 - (b) For reporting purposes to the FLA-PAC:
 - i. List the correspondence as received and sent
 - ii. Advise FLA-PAC members at the meeting of what correspondence was received and sent
 - iii. Bring correspondence file to FLA-PAC business meetings for members' perusal
 - (c) Read important correspondence to members
 - (d) Handle miscellaneous correspondence, including:
 - i. Formatting and sending letters as requested by the president
 - ii. Copying authorized correspondence sent by members and filing same in the correspondence file, and
 - iii. Using the FLA-PAC letterhead, which must be pre-approved by the president
8. Maintain:
 - (a) The FLA-PAC corporate seal and affix it to documents, as required
 - (b) All correspondence received by FLA-PAC
9. Bring meeting-relevant correspondence to each FLA-PAC meeting.

10. Be responsible for coordinating the purging of all FLA-PAC records, in accordance with Florida public records laws (Chapter 119 FS, GS1-SL, and GS2).
11. Be responsible for compiling and sending FLA-PAC documents to requestor in response to a public records request made in accordance with Chapter 119 FS.

	Directive: FLA-PAC Treasurer Duties and Responsibilities		Number: PAC.200.01.06
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:

This procedure applies to Florida Police Accreditation Coalition board members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to define the duties and responsibilities of each member of its board.

Procedure:

The treasurer shall have custody of all financial property of FLA-PAC and will:

1. Maintain an up-to-date list of member agencies in good standing.
2. Maintain the annual C-Corporation papers:
 - (a) The treasurer will fill out the non-profit corporation annual report with the Florida Department of State on or before May 1 of each year.
 - (b) Review the names and addresses of the officers listed in the report, make any necessary corrections and mail it to the Florida Department of State with the required filing fee.
 - (c) The FLA-PAC treasurer is the registered agent of the corporation and receives correspondence from the Florida Department of State.
3. Bonding Insurance:

The treasurer shall be responsible for renewing and updating the bond insurance for all board members:
4. State Sales Tax:
 - (a) State sales tax must be collected and remitted for any items sold by FLA-PAC. The tax must be collected at the rate of the county wherein the item was sold.
 - (b) Sales tax is to be recorded on each sales receipt.

- (c) Filing will be done periodically, as required by the Florida Department of Revenue.
5. Banking
- (a) When a new treasurer takes office, contact the bank branch office to have the signature cards signed by the new treasurer, and the account transferred to a branch office located near the new treasurer.
 - (b) The bank will require a copy of the corporate resolution for depository authorization.
6. Routine Banking
- (a) Deposit all revenues received.
 - (b) Issue checks for routine expenses and budgeted items, as required.
 - (c) Other than conference expenses, when a check for more than \$500 is issued, specific approval by the president is required.
7. Accounting Responsibilities:
- (a) Accounting software is utilized to track all revenues and expenditures of the FLA-PAC.
 - (b) All deposits are to be recorded using the chart of accounts and any additional details recorded in the memo section.
 - (c) All checks are to be recorded using the chart of accounts and any additional details recorded in the memo section.
 - (d) Receipts are required for expended funds and shall be signed by the person presenting them to the treasurer.
8. Bank Statements:
- (a) Bank statements shall be reconciled using the paper statement or by using the accounting software on a monthly basis.
 - (b) Scan receipts relative to their fiscal documents.
 - (c) Scan deposit tickets and electronically attach any pertinent information appropriate.
9. Fiscal Reports:
- (a) Provide a financial report to the FLA-PAC membership at each FLA-PAC business meeting.
 - (b) End of Year: Complete a detailed financial report, accounting for all transactions during that calendar year.

10. Audits:

- (a) The treasurer shall assist the audit committee by providing documentation for its audit of the FLA-PAC financial records.
- (b) A complete audit may be conducted annually by a certified public accountant hired by the FLA-PAC board.
- (c) The results of all audits shall be presented to the membership at the regularly scheduled business meeting.

11. Conference Responsibilities:

- (a) The pre-conference requirements of the treasurer are to:
 - i. Prepare a financial statement from accounting software showing cash flow activities.
 - ii. Review budget with the financial statement.
 - iii. Address any problems at the executive board meeting.
- (b) At the Conference:
 - i. Report to the membership the financial status of the organization.
 - ii. Close the hotel account after reviewing all billing documents.


12. Fiscal Management:

- (a) The dues structure is established as outlined in the by-laws and SOP #110.05 and is based on agency size (total number of sworn & non-sworn full-time personnel).
 - i. A listing of all agencies invoiced shall be kept, noting which agencies paid.
 - ii. Notify the board of new agencies joining during the year to be added to the electronic membership roster by the 2nd Vice-President or designee.
 - iii. Send out welcome email to new member agencies.
- (b) Conference Registration:
All conference attendees must pay the registration fee, except individuals as approved by the board.
- (c) Conference Instructor's Expense:
 - i. Outside instructors' hotel room expenses may be paid by FLA-PAC.
 - ii. Other expenses will be negotiated on a case-by-case basis, as coordinated with the training committee and approved by the board.

13. Tax Exemption:

The FLA-PAC is not eligible for 501(c)(3) status and is not tax exempt.

14. Serve as advisor and liaison to committee(s), as designated by the president.
15. Be responsible for coordinating with the FLA-PAC secretary for the purging of PAC accounting records in accordance with Florida public records laws (Chapter 119 FS).

	Directive: Executive Board Authority		Number: PAC.200.02
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to define the authority of its board.

Procedure:

Commensurate authority accompanies responsibility for each board member, as defined in the FLA-PAC by-laws and this standard operating procedures manual. Each board member shall be accountable to the member agencies for their use of delegated authority, as established in the FLA-PAC by-laws.

	Directive: Sexual and Other Forms of Unlawful Harassment		Number: PAC.200.03
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:

This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition that its board responds appropriately to any and all reports of sexual and/or other form of unlawful harassment by any member of its organization.


Procedure:

As a part of FLA-PAC's continuing affirmative action efforts and pursuant to the guidelines on sex discrimination issued by the U. S. Equal Employment Opportunity Commission, the PAC endorses the following policy:

1. It is illegal and against the policies of FLA-PAC for any member to unlawfully harass another member by:
 - a. Making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature, or
 - b. Creating an intimidating, hostile, or offensive working environment by such conduct.

2. Sexual harassment is not, by definition, limited to prohibited conduct by a male member toward a female member, or by a supervisory member toward a non-supervisory member. Sexual harassment also includes:
 - a. Uninvited letters, telephone calls, distribution or display of materials of a sexual nature;
 - b. Uninvited and deliberate touching, leaning over, cornering, or pinching;
 - c. Uninvited sexually suggestive looks or gestures;
 - d. Uninvited pressure for sexual favors or dates; and
 - e. Uninvited sexual teasing, jokes, remarks, or questions.

3. Any member who believes they have been the subject of sexual harassment can report the alleged act immediately to the president or a member of the board. If the president is the alleged source of the harassment, the subject may contact any other member of the board. An inquiry into all complaints will be undertaken immediately. Any member who, after the appropriate inquiry by FLA-PAC, has been found to have unlawfully harassed another member, will be subject to appropriate sanctions depending on the circumstances. A letter to the member's agency head informing him/her of the sanctions, up to and including termination of membership, will be sent within ten days of the conclusion of the inquiry.
4. Retaliating or discriminating against a member for reporting sexual harassment is prohibited.
5. All members of the organization have the duty to continue to act responsibly in establishing a pleasant working environment free of discrimination.

	Directive: Executive Board Code of Conduct	Number: PAC.200.04
	Date Issued:	Effective Date:
	Dates Revised: February 21, 2019	
www.fla-pac.org		

Scope:


This procedure applies to Florida Police Accreditation Coalition board members.

Policy:

It is the policy of the Florida Police Accreditation Coalition that its board members comport themselves according to a specified code of conduct.

Procedure:

1. All board members shall comply with the Florida Police Accreditation Coalition Executive Board Code of Ethical Conduct.
2. All board members shall sign a Florida Police Accreditation Coalition Conflict of Interest Statement upon being sworn in to their position on the board.
3. As outlined in FLA-PAC by-laws, any board member may be removed from office for just cause by a two-thirds (2/3) vote of all members in attendance at a business meeting.
4. Members of the board shall be familiar with this standard operating procedure manual and the by-laws of FLA-PAC and shall act in accordance with their contents in addition to upholding all applicable state laws and local ordinances.
5. Roberts Rules of Order shall govern the business meetings.

	Directive: Disciplinary System		Number: PAC.200.05
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to Florida Police Accreditation Coalition board members and committee chairpersons.

Policy:

It is the policy of the Florida Police Accreditation Coalition to investigate allegations of misconduct by its board members and committee chairs in a fair and non-discriminatory manner.

Procedure:

1. FLA-PAC board members and committee chairpersons are subject to removal for cases of misconduct. In determining the necessary action to take against a board member or committee chairperson, a majority of the board will rule. Decisions need not be unanimous.
2. Misconduct is defined as action or inaction, the results of which are found detrimental, and likely to affect the good order or reputation of FLA-PAC, or that may compromise the integrity of the board member or committee chairperson.
3. Should any FLA-PAC member become aware of misconduct on the part of a board member or committee chairperson, the president shall be notified and will conduct an inquiry to establish the validity of the complaint and notify the offending party.
4. If the president is the alleged source of the misconduct, the subject may contact any other member of the board. If warranted by the inquiry's findings, the offending party's agency shall be notified. The inquiry shall be performed by no less than three members from the FLA-PAC membership (members who are in good standing).
5. At the conclusion of the inquiry its results will be presented to the board.

	Directive: Appearance Guidelines		Number: PAC.200.06
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to Florida Police Accreditation Coalition board members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to establish guidelines for the personal appearance of its board members when attending FLA-PAC business meetings.

Procedure:

1. Members of the board when attending the formal business meeting shall be in business attire.
 - a. For men: a suit jacket, tie, dress shirt and dress pants, and dress shoes.
 - b. For women: a pants suit, or dress, or blouse and skirt, or blouse and slacks, and dress shoes.

	Directive: Standard Operating Procedures Manual		Number: PAC.200.07
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to Florida Police Accreditation Coalition board members.

Policy:

It is the policy of the Florida Police Accreditation Coalition that board members are familiar with all aspects of the organization's standard operating procedures.

Procedure:

1. Each board member will be responsible for reading and adhering to the current standard operating procedures manual upon election or appointment to the board. Board members shall provide an acknowledgement of review of the manual to the recording secretary within 90 days of swear-in.
2. The FLA-PAC standard operating procedures will be reviewed at a minimum every three years by a standard operating procedures/by-laws committee which will present its findings to the board for review and final approval at the spring business meeting.
3. The manual will be posted on the FLA-PAC's website at www.fla-pac.org.

	Directive: Attendance		Number: PAC.200.08
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to Florida Police Accreditation Coalition board members.

Policy:

It is the policy of the Florida Police Accreditation Coalition that board members participate to the fullest extent possible in Florida Police Accreditation Coalition business.

Procedure:

1. Executive board members will physically attend all scheduled board meetings, general business meetings and scheduled special meetings unless exempted by the president on a case-by-case basis. Attendance will be documented by notation in the meeting minutes or attendance rosters.

	Directive: First Time Attendee Class		Number: PAC.200.09
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to Florida Police Accreditation Coalition board members.

Policy:

It is the policy of the Florida Police Accreditation Coalition that the board presents a class at each conference to assist first time conference attendees.

Procedure:

The executive board shall create and present a class at each conference designed to assist first time conference attendees. The class shall include a history of FLA-PAC, and suggestions for improving the attendee's experiences throughout the conference. New members shall be matched with a mentor at this class who shall guide them throughout the week to maximize their conference experience.

	Directive: 200.10 Executive Board Compensation and Financial Management		Number: PAC.200.10
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to Florida Police Accreditation Coalition board members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to specify the financial relationship between the organization and its board members.

Procedure:

Board members shall serve the membership on a voluntary basis. No board member shall receive monetary compensation for his/her service. However, board members shall be reimbursed for mileage if their personal vehicle is utilized while acting as a board member. Board member's hotel rooms and conference fees shall be waived. Board members shall receive the benefits afforded to all registered attendees during a conference.

	Directive: Standing Committees		Number: PAC.300.01
	Date Issued:	Effective Date:	
	Dates Revised: February 18, 2020		
www.fla-pac.org			

Scope:

This procedure applies to all Florida Police Accreditation Coalition members.


Policy:

It is the policy of the Florida Police Accreditation Coalition to establish standing committees to promote the good of the organization and further the development of member agencies.

Procedure:

1. The board determines which committees are considered standing (permanent) committees. A committee may be moved from a standing committee to an Ad Hoc committee designation and vice versa, as determined by the board.
2. Standing committee chairpersons are appointed by the board and are accountable to only one supervisor, a board member, at any given time.
3. Standing committee chairpersons shall have their conference registration waived. However, standing committee chairpersons shall be responsible for their own accommodations when attending a FLA-PAC conference.
4. These standing committees generally meet at each FLA-PAC conference, and may meet outside that venue if deemed necessary by the chair.
5. Standing committee chairs will give verbal committee reports at each business meeting when called to do so by the president.
6. Standing committee chairs are responsible for recruiting their membership. The president may appoint members if no volunteers are found.
7. Standing committee membership will be limited to one committee, unless approved by the board.

8. Standing committee chairs shall submit written committee reports to the president. Reports shall be maintained by the recording secretary. Reports shall include committee members' activities, or in-activity.
9. The board will establish goals for each standing committee. The standing committees themselves will develop the objectives.
10. Each standing committee will submit a budget request when called for by the board.
11. The following committees are currently considered standing committees by FLA-PAC:
 - a. Outreach Committee
 - b. Training Committee
 - c. Audit Committee
 - d. Certified Accreditation Professional (CAP) Committee
 - e. Scholarship Committee
 - f. Marketing Committee
 - g. Professional Standards/Ethics Committee
 - h. Standard Operating Procedures/By-Laws Committee

	Directive: Outreach Committee		Number: PAC.300.01.01
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:

This procedure applies to all Florida Police Accreditation Coalition members.

Policy:


It is the policy of the Florida Police Accreditation Coalition to establish an Outreach Committee.

Procedure:

1. The outreach committee is considered a standing committee of the organization. The president shall appoint an individual to serve as chairperson of the outreach committee.
2. Committee membership shall be approved by the board.
3. The primary responsibility of the outreach committee is the perpetuation and growth of membership. The outreach committee is charged with identifying and notifying prospective member organizations of the advantages of FLA-PAC membership and inviting them to scheduled meetings.
4. Welcome responsibilities:

Welcome activities function as the introduction program for new and prospective members to the organization and to further the concepts of accreditation. This is generally accomplished by:

- a. Contacting and introducing new or prospective members at meetings, training sessions, and other events.
- b. Serving as mentors for new members at their first meeting and introducing them to the membership, directing them to the information sharing locations and the first-time attendee class, and answering any questions they may have.

	Directive: Training Committee		Number: PAC.300.01.02
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:

This procedure applies to all Florida Police Accreditation Coalition members.


Policy:

It is the policy of the Florida Police Accreditation Coalition to establish a training committee.

Procedure:

1. The training committee is considered a standing committee of the organization. The president shall appoint an individual to serve as chairperson of the training committee.
2. Membership of the training committee shall be approved by the board.
3. The training committee is responsible for determining the training needs of the general membership, and arranging all training sessions during FLA-PAC conferences in order to meet those needs.
4. The training committee shall coordinate membership feedback for training provided by FLA-PAC. This may be accomplished through surveys, interviews, and class evaluation forms.
5. The training committee shall supply the 2nd Vice President with attendance rosters to facilitate the creation of certificates for participants in the training sessions.
6. The training committee shall also coordinate the instructors for these training sessions.
7. The training committee shall coordinate arrangements regarding hotel/meal accommodations for outside instructors with the board.

8. The training committee shall ensure any course handouts are copied and ready for distribution to members at the training sessions.
9. The training committee chair will maintain copies of lesson plans and handouts provided by instructors for all training conducted at FLA-PAC conferences.
10. The training committee chairperson is responsible for maintaining all training records for each training class conducted by FLA-PAC.

	Directive: Audit Committee		Number: PAC.300.01.04
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to establish an audit committee.

Procedure:

1. The audit committee is considered a standing committee of the organization. The members of the audit committee are appointed by the president.
2. The purpose of this committee is to conduct audits of the financial records of FLA-PAC and report these audits to the membership during the general business meeting.
3. The committee members will review each checking and savings account held by the FLA-PAC. This review will include reconciling the monthly statements of each account since the previous FLA-PAC business meeting, including any credits and deposits into and withdrawals from each account.
4. This task shall be accomplished at each FLA-PAC meeting and shall be in addition to any audit conducted by a CPA as stated in the by-laws.
5. The committee is also responsible for maintaining an inventory list of all equipment owned by FLA-PAC valued over \$500, and performing an inventory count of said items annually at the spring conference.
6. If it is determined that an inventory item is no longer serviceable, a requesting member shall make a disposal request in writing to the board. The president shall review the request and approve or deny, as appropriate. If approved, the president shall forward the approved request to the audit committee, which shall remove the item from the inventory list at the spring conference.

	Directive: Certified Accreditation Professional (CAP) Committee		Number: PAC.300.01.05
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:

This procedure applies to all Florida Police Accreditation Coalition members.


Policy:

It is the policy of the Florida Police Accreditation Coalition to establish a certified accreditation professional (CAP) committee.

Procedure:

1. The certified accreditation professional (CAP) committee is considered a standing committee of the organization. The president shall appoint an individual to serve as chairperson of the CAP committee.
2. Committee membership is restricted to five members, appointed by the CAP committee chairperson, with the goal to include at least one representative from corrections, county law enforcement, municipal law enforcement, state law enforcement and Inspectors General.
3. Applicants for certification must be submitted on a committee-approved application and must include supporting documentation and the appropriate fee.
4. The CAP committee will review CAP applications, verify compliance with the listed criteria, and submit recommendations for approval/denial to the board.
5. The committee chairperson will coordinate any appeal process with the board. Adverse decisions must be appealed to the full FLA-PAC board.
6. Certification is for a period of three years from date of certification.
7. Recertification requires submission of a committee-approved application for recertification and must include supporting documentation and the appropriate fee.

8. A lapse of one year requires the formerly certified applicant to meet the requirements for initial certification.
9. If a committee member is applying for the certification, he/she must recuse him/herself from voting.
10. If the applicant is a member of a committee member's agency, the committee member must recuse him/herself from voting.
11. The committee will submit recommendations for program modifications as needed.
12. A member of the committee will conduct CAP training at each FLA-PAC conference.
13. The committee chairperson is responsible for the creation and framing of certificates to be presented at the general business meeting.
14. Written reports will be submitted to the FLA-PAC president.

	Directive: Scholarship Committee		Number: PAC.300.01.06
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to establish a scholarship committee.

Procedure:

1. The scholarship committee is considered a standing committee of the organization. The president shall appoint an individual to serve as chairperson of the scholarship committee.
2. Committee membership is restricted to five members, appointed by the scholarship committee chairperson.
3. The scholarship committee will review scholarship applications, verify eligibility, and submit recommendations to the board.
4. If an applicant is from a committee member's agency, the committee member shall recuse him/herself from voting.

	Directive: Marketing Committee	Number: PAC.300.01.08
	Date Issued:	Effective Date:
	Dates Revised: February 21, 2019	
www.fla-pac.org		

Scope:

This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to establish a marketing committee.

Procedure:

1. The marketing committee is considered a standing committee of the organization. The president shall appoint an individual to serve as chairperson of the marketing committee.
2. Committee membership shall be selected by the chairperson and approved by the board.
3. The purpose of this committee is to further the exposure of the FLA-PAC mission in soliciting vendors and sponsors.
4. Committee members will identify potential vendors.
5. Potential vendors shall be referred to the board for completion of necessary paperwork.
6. The marketing committee will coordinate conference package donations and make recommendations to the host agencies and the board.

	Directive: Professional Standards/Ethics Committee	Number: PAC.300.01.09
	Date Issued:	Effective Date:
	Dates Revised: February 21, 2019	
www.fla-pac.org		

Scope:

This procedure applies to all Florida Police Accreditation Coalition members.

Policy:


It is the policy of the Florida Police Accreditation Coalition to establish a professional standards/ethics committee which shall advise the board on issues relating to the transparent, ethical and efficient operations of the FLA-PAC and the ethical conduct of its individual members and their guests.

Procedure:

1. The professional standards/ethics committee is considered a standing committee of the organization which offers advice and assistance to members regarding specific ethical situations and assists with professional development activities dealing with ethics. The president shall appoint an individual to serve as chairperson of the professional standards/ethics committee.
2. Committee membership shall be selected by the chairperson and approved by the board. The committee shall comprise no less than three (3) members and no more than five (5) members. All committee members shall:
 - a. Be employed (or separated in good standing) by a member agency
 - b. Not be employed by the same agency as any other member of the committee
 - c. Meet no less than three (3) times annually
 - d. Provide an annual attestation indicating no impairment or conflict of interest exists with regards to their service on the Committee
 - e. Perform any assigned tasks with the strictest of confidentiality
3. The professional standards/ethics committee shall develop and maintain a code of ethics for FLA-PAC members. It shall also develop a code of ethics for committee chairpersons and for executive board members. Committee chairpersons and board members are required to acknowledge receipt of their respective code of ethics upon taking office; a signed copy of which shall be

maintained by the professional standards committee chairperson. All codes of ethics will be reviewed biennially and approved by the board at the executive board workshop at the summer conference of odd-numbered years.

4. The professional standards/ethics committee shall develop and maintain a conflict of interest statement for committee chairpersons and for executive board members. Committee chairpersons and board members are required to sign a conflict of interest statement upon taking office; a signed copy of which shall be maintained by the professional standards committee chairperson. The FLA-PAC conflict of interest statement will be reviewed biennially and approved by the board at the executive board workshop at the summer conference of odd-numbered years.
5. The Committee shall review allegations relative to member conduct which could impair the operation or efficiency of the FLA-PAC as directed by the president or their designee, consistent with FLA-PAC Standard Operating Procedure Manual policy 200.05, *Disciplinary System*.
6. The committee shall serve as an advisory function to the president and board on matters to include, but not limited to:
 - a. Financial relationships and expenditures of the FLA-PAC with regard to adherence to Federal law, Florida Statute and any adopted code of ethics for members of the FLA-PAC.
 - b. Review of contracts as directed by the president or board for adherence to any adopted code of ethics for members of the FLA-PAC.
 - c. Review of by-laws and standard operating procedures for the FLA-PAC as directed by the president or board to ensure adherence to any adopted code of ethics for members of the FLA-PAC.
 - d. Any issue relative to the operation of the FLA-PAC where any board member requests review due to personal conflict of interest or potential impairment.
 - e. Any issue relative to a board member being removed from office as defined in the current FLA-PAC standard operating procedure manual.
 - f. Any investigation regarding member ethics conducted by the professional standards committee.
7. One Committee member shall serve as Parliamentarian for all:
 - a. Regular business meetings
 - b. Executive board meetings
 - c. Special or emergency meetings of membership
 - d. Any meeting as deemed by the president where parliamentary procedure is observed

	Directive: Standard Operating Procedures/By-Laws Review Committee	Number: PAC.300.01.10
	Date Issued:	Effective Date:
	Dates Revised: February 18, 2020	
www.fla-pac.org		

Scope:

This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to establish a standard operating procedures/by-laws review committee to identify and promulgate best practices for the organization.

Procedure:

1. The president shall appoint an individual to serve as the standard operating procedures/by-laws review committee chairperson.
2. The chairperson shall select a minimum of three additional members for committee membership, whose appointment shall be approved by the board.
3. By-Laws
 - a. Any voting member may propose a resolution for the adoption of a proposed amendment to the FLA-PAC by-laws. The proposed amendment shall be in writing and directed to the president.
 - b. The president shall request the standard operating procedures/by-laws review committee review the proposed amendment and report to the membership at the next regularly scheduled business meeting. The purpose of the review will be to ensure that there are no conflicts with current language in the by-laws and/or standard operating procedures. The proposed amendment(s) will be voted on at the next regularly scheduled business meeting by the FLA-PAC membership.
 - c. All approved by-Law amendments shall be certified by the secretary and thereafter inserted in the document known as BY-LAWS of the FLA-PAC, "A CORPORATION NOT FOR PROFIT." Members shall be bound by


these by-laws.

- d. Minor technical changes needed to keep this document current, but which do not change its intent (such as changing the name of the president or secretary, changing the corporate address, or correcting minor grammatical errors), shall not require a vote of the membership as described above.
- e. Once approved, they shall remain in effect for three years, unless otherwise dictated by law.

4. Standard Operating Procedures

- a. The standard operating procedures review committee shall continuously review the currently published FLA-PAC standard operating procedures and liaise with the board and other committee chairs to ensure they reflect the current practices of the organization.
- b. Any regular agency member may recommend a revision to the FLA-PAC standard operating procedures by emailing the Standard Operating Procedures/By-Laws Review Committee chairperson, identifying the material to be updated/revised and the justification for the change(s).
- c. Recommended changes will be presented for review by the board at each FLA-PAC executive workshop. Upon approval by the board, the amended standard operating procedures take effect.
- d. Once approved, they shall remain in effect, unless otherwise dictated by law.

5. A finalized copy of the organization's standard operating procedures manual and by-laws will be posted on the FLA-PAC website within 14 days of the FLA-PAC business meeting

	Directive: Ad Hoc Committees		Number: PAC.300.02
	Date Issued:	Effective Date:	
	Dates Revised: February 18, 2020		
www.fla-pac.org			

Scope:


This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to establish Ad Hoc committees when required to promote the good of the organization.

Procedure:

1. The board determines which committees are considered Ad Hoc (temporary) committees. A committee may be moved from a standing committee to an Ad Hoc committee designation and vice versa, as determined by the board.
2. An Ad Hoc committee is a temporary committee created for a specific task or objective that is dissolved after the completion of the task or achievement of the objective.
3. Ad Hoc committee chairpersons are appointed by the board and are accountable to only one supervisor, a board member, at any given time.
4. Ad Hoc committee chairpersons shall have their conference registration waived. However, Ad Hoc committee chairpersons shall be responsible for their own accommodations when attending a FLA-PAC conference.
5. The following committees are currently considered Ad Hoc committees by FLA-PAC:
 - a. Nominating Committee
 - b. Election Committee

	Directive: Nominating Committee		Number: PAC.300.02.01
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to establish a nominating committee when required to promote the good of the organization.

Procedure:

1. At the fall meeting every three years, the board shall appoint a nominating committee of three (3) members from three different agencies in good standing.
2. The nominating committee will elect a chairperson from the committee.
3. The nominating committee shall comply with current FLA-PAC by-laws in determining whether a member of the FLA-PAC is qualified to run for a position on the board.
4. Candidates interested in providing items (e.g., one-page flyers or other appropriate promotional items) to be included in conference registration kits must submit a proposal to the nominating committee for approval at least fourteen days prior to the first day of the conference.
5. Once approved, the candidate is responsible for preparing their items for distribution in the registration kit no later than 7:00 a.m. on the first day of the conference.
6. Upon approval of a candidate, the nominating committee shall obtain a brief resume and photograph. The chairperson shall coordinate the publication of a document containing the names, information and photograph of each candidate, and the board position they are running for.

	Directive: Election Committee		Number: PAC.300.02.02
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to establish an election committee when required to promote the good of the organization, in compliance with the by-laws.

Procedure:

1. The president shall appoint three or more members present during the spring general membership meeting every three years to serve as the election committee.
2. The election committee will elect a chairperson from the committee.
3. The election committee shall comply with current by-laws in the distribution, collection, and counting of ballots for the election of FLA-PAC officers.

	Directive: Standard Operating Procedures/By-Laws Review Committee		Number: PAC.300.02.03
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to establish a standard operating procedures/by-laws review committee when required to identify and promulgate best practices for the organization.

Procedure:

1. The president shall appoint an individual during the spring general membership meeting every three years to serve as the standard operating procedures/by-laws review committee chairperson.
2. The chairperson shall select a minimum of three additional members for committee membership, whose appointment shall be approved by the board.
3. The standard operating procedures review committee shall review the currently published FLA-PAC standard operating procedures and by-laws and liaise with the board and other committee chairs to ensure the procedures reflect the current practices of the organization.
4. Any recommended changes will be presented for review by the board at the following fall conference.
5. A finalized copy of the organization's standard operating procedures manual and by-laws will be presented to the membership for approval at the spring general membership meeting following the formation of the committee.
6. Once approved, they shall remain in effect for three years, unless otherwise dictated by law.

	Directive: Legal Advisor		Number: PAC.400.02
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to appoint subject-matter experts on an as-needed basis for the good of the organization.

Procedure:

1. A practicing attorney fills the position of FLA-PAC legal advisor. Responsibilities include advising the board on any legal issue affecting the organization, including issues pertaining to accreditation, liability, and current court decisions that may affect accreditation standards. The legal advisor also provides legal assistance on all corporate affairs.
2. The FLA-PAC legal advisor will provide legal updates during the general business meetings when needed.

	Directive: Florida Accreditation Office Representative		Number: PAC.400.03
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to seek input from the executive director of the Florida Accreditation Office, deemed the FLA-PAC's state accreditation advisor, on an as-needed basis for the good of the organization.

Procedure:

1. The state accreditation advisor attends all Commission for Florida Law Enforcement Accreditation (CFA) meetings, and Florida Corrections Accreditation Commission (FCAC) meetings, and provides a verbal report of significant events to the FLA-PAC general membership at each regular meeting.
2. He/She works in conjunction with the outreach committee to recruit agencies pursuing CFA and FCAC accreditation to join FLA-PAC.

	Directive: Appointments		Number: PAC.400.04
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to appoint subject-matter experts on an as-needed basis for the good of the organization.

Procedure:

The board shall have the authority to appoint individual members of different accreditation disciplines to inform the membership about activities occurring within the discipline, such as national conference attendance.

	Directive: Support Personnel		Number: PAC.400.05
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to retain support personnel on an as-needed basis for the good of the organization.

Procedure:

The board shall have the authority to retain support personnel, as required, to assist with conference logistics, etc. Support personnel shall be compensated at an agreed-upon rate that has been approved by the board. An individual hired in a support capacity does not need to register for the conference. Lodging accommodations shall be complimentary during the time of the support person's service to the membership. Any days the support person elects to stay at the conference location in excess of the dates of service to the membership shall be at the individual's own expense.

	Directive: Training Certificates		Number: PAC.500.01
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to maintain accurate training attendance records of all training it provides and issue training certificates accordingly.

Procedure:

1. It is the responsibility of each attendee to sign the attendance roster and be present for the entire training session to receive credit for that block of instruction. There will be no exceptions to this policy.
2. E-certificates of training attended will be issued for each attendee via the FLA-PAC web-site upon completion of training and verification of registration payment.

	Directive: Training Expenses		Number: PAC.500.02
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:

This procedure applies to all Florida Police Accreditation Coalition members.

Policy:


It is the policy of the Florida Police Accreditation Coalition to reimburse approved training expenses.

Procedure:

1. At the direction of the president, and with approval of the board, the organization may reimburse members for expenses involved in attending training programs which are outside the scope of the normal training classes conducted at FLA-PAC conferences.
2. The board may approve expenditure of FLA-PAC training funds to provide training to members at FLA-PAC conferences. The training committee will be responsible for submitting its proposed budget needs to the board on an annual basis and tracking expenditures to ensure that the budget is not exceeded. If additional funds are needed during the year, the chairperson shall submit a request to the board for consideration.
3. Instructors:
 - a) Outside instructors - An outside instructor is someone who normally would not be in attendance at the FLA-PAC conference. Arrangements for outside instructors shall be handled by the 2nd vice president and the training committee chairman. Outside instructors shall be addressed on a case-by-case basis. These details may include, but are not limited to, travel, hotel, and per diem. In the event the outside instructor exceeds the allotted training budget, the circumstances shall be presented to the board for discussion no later than forty-five (45) days prior to the FLA-PAC conference. An outside instructor does not need to register for conference attendance. In the event the instructor chooses to register for the conference, they shall be responsible for all fees associated with

registration.

- b) In-house instructors - An in-house instructor is a member that would normally be attending the conference and provides instruction during a training class presented during the FLA-PAC conference. In-house instructors will not normally be compensated for their instruction but may receive non-monetary compensation approved by the FLA-PAC board, such as waived conference fees and/or hotel accommodation. Any and all remaining expenses associated with attending the FLA-PAC conference shall be the in-house instructor's responsibility.

	Directive: Public Records		Number: PAC.600.01
	Date Issued:		Effective Date:
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:

This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the FLA-PAC that all records, except those designated by statute either confidential and/or exempt, shall be made available in any form or format used by FLA-PAC, to all persons for inspection or copying under the supervision of the records custodian during normal business hours.


Procedure:

FLA-PAC shall subscribe to and abide by public records laws in accordance with Florida Statutes, the General Records Schedule GS1-SL for State and Local Government Agencies, the General Records Schedule GS2 for Law Enforcement, Correctional Facilities and District Medical Examiners, and any other applicable law, rule, or procedure.

1. Record Retention/Archival
 - a. FLA-PAC shall retain all records for a period of no less than five years.
 - b. Once a record has reached its retention cycle, the record custodian must ensure that there are no pending activities in relation to that document.

2. Records Custodian
 - a. The FLA-PAC records custodian is the secretary.

3. Records Requests
 - a. Records requests can be made by any person.
The records custodian will be responsible for ensuring that all records are provided responsive to the request.


	Directive: PAC-Chat		Number: PAC.700.01
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:

This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

The PAC-Chat shall be published three times per year, or as needed, as determined by the president or his/her designee.


	Directive: Website	Number: PAC.700.02
	Date Issued:	Effective Date:
	Dates Revised: February 21, 2019	
www.fla-pac.org		

Scope:

This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

The FLA-PAC website shall be maintained by FLA-PAC and can be found at www.fla-pac.org.


	Directive: Email		Number: PAC.700.03
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:

This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

The FLA-PAC ListServ shall serve as the primary email distribution service for members of the FLA-PAC.


	Directive: Correspondence		Number: PAC.700.04
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:

This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

Use of FLA-PAC letterhead must be used only for FLA-PAC business.

	Directive: Business Meetings		Number: PAC.800.01
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to conduct meetings in a manner that promotes the professionalism of its membership.

Procedure:

1. Business meetings are planned to be held at least three times per year in various locations throughout the state.
2. The business meeting is the forum for reporting and recording the activities of the FLA-PAC.
3. The business meeting is conducted according to Roberts Rules of Order.

	Directive: Committee Meetings		Number: PAC.800.02
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to conduct meetings in a manner that promotes the professionalism of its membership.

Procedure:

1. Committee meetings are informal and may be scheduled at any time throughout the year, as deemed necessary by the committee chairperson. They may be held in person or by phone. Committee member correspondence shall be retained by the committee chairperson for archival purposes and are considered public record.
2. Special time is allocated during the business meeting for committee chairpersons to reports on committee activity to the board and membership.

	Directive: Executive Board Meetings		Number: PAC.800.03
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to conduct meetings in a manner that promotes the professionalism of its membership.

Procedure:

1. The board meets in conjunction with each regular business meeting.
2. The board meeting is announced via the conference schedule and is open to the public. All FLA-PAC members are encouraged to attend.
3. The board meeting is conducted according to Roberts Rules of Order.

	Directive: Special Meetings		Number: PAC.800.04
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to conduct meetings in a manner that promotes the professionalism of its membership.

Procedure:

1. Special meetings may be called, for cause, by following the procedures outlined in section 4.2 of the FLA-PAC by-laws.
2. Any meeting without the required quorum, as defined in section 4.4 of the FLA-PAC by-laws, shall be considered a workshop. These workshops will be informational in nature and no official business may be conducted. Matters of concern from the workshop will be brought to the next regular business meeting.

	Directive: Approval Process		Number: PAC.900.01
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to establish procedures for electing its board membership.

Procedure:

1. All candidates for elected office must meet the eligibility requirements as outlined in the by-laws. The nominating committee is charged with the responsibility of ensuring all candidates are eligible to hold office.
2. All eligible regular members are invited and encouraged to run for election as specified in the by-laws. Elections as governed by the by-laws shall serve as the selection process for board openings.
3. Any elected official found to be ineligible shall be removed from office and replaced per the by-laws.

	Directive: Campaign Guidelines	Number: PAC.900.02
	Date Issued:	Effective Date:
	Dates Revised: February 21, 2019	
www.fla-pac.org		

Scope:

This procedure applies to all Florida Police Accreditation Coalition members.


Policy:

It is the policy of the Florida Police Accreditation Coalition to establish procedures for electing its board membership.

Procedure:

1. Mass e-mails through ListServ: Candidates shall not send election requests nor advertisements through the FLA-PAC ListServ. Use of the ListServ for any campaign materials is strictly prohibited.
2. Handing out material at conferences: Candidates may hand out promotional literature during breaks in general congregation areas. Items may not be placed on tables or displays. Campaign items and information may be distributed during information sharing sessions.
3. Posters: Nothing will be attached or affixed to the walls of the hotel. No posters or signs are allowed to be placed leaning against tables. Campaign banners of any kind are prohibited.
4. Stuffing registration kits: Candidates interested in providing items (e.g., one-page flyers or other appropriate promotional items) to be included in conference registration kits must submit a proposal to the nominating committee for approval. Once approved, the candidate is responsible for preparing their items for distribution in the registration kit no later than 7:00 a.m. on the first day of the conference.
5. Bios and photos: Candidates may submit to a brief biography/resume for the nominating committee to distribute once the candidate has been approved to run.

6. Vehicles: Candidates may not place advertising information on a vehicle that is prominently displayed at an entrance to the conference facility.
7. Balloons: No campaign balloons shall be displayed inside the hotel facility.

	Directive: Voting		Number: PAC.900.03
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to establish procedures for electing its board membership.

Procedure:

1. Voting privilege is extended to full member agencies only. Associate members, individual members, and lifetime members have no vote.
2. Voting is based on one vote per member agency, regardless of the number of individuals in attendance from the agency.
3. Election voting is by majority of the voting members present.
4. Absentee ballots may not be cast for elections.

	Directive: PAC Business Meeting Election Protocol	Number: PAC.900.04
	Date Issued:	Effective Date:
	Dates Revised: February 21, 2019	
www.fla-pac.org		

Scope:

This procedure applies to all Florida Police Accreditation Coalition members.


Policy:

It is the policy of the Florida Police Accreditation Coalition to establish procedures for electing its board membership.

Procedure:

1. The president announces that the room shall be considered secure and that no one enters or leaves until the ballots have been collected by the election committee for tabulation.
2. The nominating committee chair comes forward to report on those nominations submitted with approval of nominees' CEOs.
3. The president thanks and discharges the nominating committee.
4. The president appoints election committee members; committee elects chairperson.
5. Each candidate will be given two minutes to speak to the membership. The candidates are called up by position and in alphabetical order. Slide shows and video presentations are allowed as long as the two-minute time limit is not exceeded.
6. The ballots are distributed/collected in the following manner:
 - a. One member of each agency comes forward to receive a ballot. The agency name will be marked off on a roll call by the recording secretary of registered agencies in good standing.
 - b. Ask if all agencies currently in attendance have received a ballot.
 - c. The membership is instructed to complete their ballot and turn it in to the election committee for tabulation.
 - d. Ask if all agencies currently in attendance have turned in their ballot.

- e. A count of the ballots in the possession of the election committee is conducted to correspond with the count of ballots distributed.
 - f. Announce that the room is no longer secured, and members are free to take a moment's break if one is needed, though the meeting will continue.
 - g. The elections committee will count the ballots in the presence of the membership while the business meeting is conducted.
 - (1) If there are two or less candidates for a position — majority vote
 - (2) If there are three or more candidates for a position — plurality vote
7. During the new business portion of the business agenda, the election committee chairperson shall present the name of the candidate that received the majority/plurality of votes for each position.
8. A motion must be made to accept the slate of new officers.
9. The new officers will be sworn in.
10. The election committee will be instructed to retain the ballots and the tally sheet in accordance with public records law.

	Directive: Installation of Elected Officers		Number: PAC.900.05
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to establish procedures for electing its board membership.

Procedure:

After verification of the results, officers are installed immediately. In this manner, the newly elected officers have the opportunity to work with their predecessors for the remainder of the conference to ensure an orderly transition.

	Directive: Swearing In of Board Members		Number: PAC.900.06
	Date Issued:		Effective Date:
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:

This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to establish procedures for electing its board membership.

Procedure:

1. If the current president is not re-elected, the outgoing president calls the incoming president forward and reads:

"The office to which you have been elected is one of dignity and importance. In accepting the position of president, you undertake a responsibility which is not to be assumed lightly. You are charged with the duties of seriously and resolutely furthering the objectives of the FLA-PAC. With the by-Laws as your guide, you must be ever ready to exercise the functions of the office with which you are entrusted. Do you accept this charge?"

After an affirmative response from the incoming president, the outgoing president then states:

"Please raise your right hand and repeat after me the president's oath of office."

The incoming president then calls the incoming board members forward to administer the oath of office.


2. If the current president is re-elected:

The current president calls a dignitary of their choosing to perform the president's oath of office. The re-elected president then calls the incoming board members forward to administer the executive board oath of office.

3. The incoming/re-elected president states:

"Please raise your right hand and repeat after me the oath of office."

4. A sample of the FLA-PAC President's Oath of Office and a copy of the traditional FLA-PAC Executive Board Oath of Office are appended to this SOP manual.

	Directive: Transition of Board Members		Number: PAC.900.07
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:

This procedure applies to all Florida Police Accreditation Coalition members.


Policy:

It is the policy of the Florida Police Accreditation Coalition to establish procedures for transitioning its board membership.

Procedure:

All members of the incoming board are required to receive formal training, conducted under the supervision of the incumbent member, in the standard operating procedures manual of the FLA-PAC. In addition, the following activities are also required:

1. The secretary shall, within ten days of the installation of the new secretary, deliver to the successor the seal of FLA-PAC, together with all books, documents, records, funds, supplies, and paraphernalia; and shall require and receive a two-part receipt for the same.
2. The treasurer shall deliver to the new treasurer all books, documents, records, funds, supplies, equipment, etc., and shall require and receive a two-part receipt for the same. The treasurer shall ensure that all necessary financial documents are completed in a timely manner.

	Directive: Conference Needs		Number: PAC.110.01
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to establish guidelines for organizing, implementing and operating FLA-PAC conferences.

Procedure:

The board shall be responsible for determining the needs for each FLA-PAC conference. They shall be guided by FLA-PAC by-laws, past practice, as well as future requirements for the accrediting bodies the PAC supports. The president shall assign duties to board members, committee chairs and other volunteers according to areas of expertise and the needs of the conference. The president reserves the right to reassign these duties, as necessary.

	Directive: Vendors		Number: PAC.110.05
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

Scope:


This procedure applies to all Florida Police Accreditation Coalition members.

Policy:

It is the policy of the Florida Police Accreditation Coalition to establish guidelines for organizing, implementing and operating FLA-PAC conferences.

Procedure:


The current version of the vendor form shall be maintained on the FLA-PAC website.

	Sample Board Member's Oath of Office		Number: Appendix I
	Date Issued:	Effective Date:	
	Dates Revised: February 21, 2019		
www.fla-pac.org			

SAMPLE BOARD MEMBER'S OATH OF OFFICE

I will, to the best of my ability and capacities,
 uphold the by-Laws
 of the Florida Police Accreditation Coalition.

I will do so without fear or favor,
 with the goal of furthering the purpose of this organization,
 and I will conduct myself in a manner
 so as to bring honor and prestige to the organization.

	Sample President's Oath of Office		Number:
			Appendix II
	Date Issued:	Effective Date:	
Dates Revised: February 21, 2019			
www.fla-pac.org			

SAMPLE PRESIDENT'S OATH OF OFFICE

I do solemnly affirm
 that I will faithfully execute the office of president
 to which I have been elected by my peers.

I will, to the best of my ability and capacities,
 uphold the by-laws of the Florida Police Accreditation Coalition.

I will do so without fear or favor,
 with the goal of furthering the purpose of this organization,
 and I will conduct myself in a manner
 so as to bring honor and prestige to the organization.

Appendix III



Florida Police Accreditation Coalition
Conflict of Interest Statement

Florida Police Accreditation Coalition Conflict of Interest Statement

The Florida Police Accreditation Coalition is committed to integrity and fairness in the conduct of all of its activities. Inevitably, the interests of its Executive Board and committee members will involve them in organizations, causes, and other endeavors that intersect with the affairs of the Florida Police Accreditation Coalition. This conflict of interest statement is intended to give guidance on disclosure of conflicts. This conflict of interest statement applies to all persons holding positions of responsibility and trust on behalf of the Florida Police Accreditation Coalition, including, but not limited to members of its Executive Board and volunteer committee members. Individuals worthy of affiliation with the Florida Police Accreditation Coalition will govern themselves by the spirit of this statement.

- Each board member/volunteer has the duty to place the interest of the Florida Police Accreditation Coalition foremost in any dealings on behalf of the Florida Police Accreditation Coalition. This accountability supersedes any conflicting loyalty to business interests, personal interests, or paid or volunteer service to other organizations.
- No board member/volunteer will derive any personal profit or gain, directly or indirectly, by reason of his or her service to the Florida Police Accreditation Coalition.
- The conduct of personal business between any board member/volunteer and the organization is prohibited (no self-dealing).
- Board/Volunteers may not obtain for themselves, their relatives, or their friends a material interest of any kind from their association with the Florida Police Accreditation Coalition.
- If a board member/volunteer has an interest in a proposed transaction with the organization in the form of a significant personal financial interest in the transaction or in any organization involved in the transaction, or holds a position as trustee, director, or officer in any such organization, he or she must make full disclosure of such interest before any discussion or negotiation of the transaction and abstain from decision-taking actions. With disclosure to other participants, the work of the Florida Police Accreditation Coalition is furthered by the willingness of conflicted persons to share information bearing upon the matter under consideration.
- No board member/volunteer may accept any payment or article of value from a grantee, potential grantee, or supplier, except nominal hospitality such as meals or token recognitions. In general, board members and staff should make every effort to decline to accept gifts on behalf of the Florida Police Accreditation Coalition, but in cases where it could be considered ungracious to decline, the Florida Police Accreditation Coalition representative should make clear that the gift is being accepted on behalf of, and will be given to the Florida Police Accreditation Coalition.
- If a conflict, or the potential appearance of a conflict exists, the board member/volunteer must recuse themselves by not influencing, attempting to influence, or participating in that discussion and/or vote.

Please list below, the groups and organizations you/your spouse/parent/child are involved with as a board member, volunteer, staff person, or consultant. In general, affiliations or interests should be disclosed as part of the Florida Police Accreditation Coalition's decision-making process whenever there is any doubt about whether disclosure is required.

Name of Organization and Level of Involvement
(e.g., board member, volunteer, staff person or consultant)

Other disclosures:

Name (Printed)

Signed

Date



Florida Police Accreditation Commission Organization Chart 2.18.2020

