

Course Descriptions

Winter Conference, 2022



Course	Description	Instructor(s)
Assessor Refresher	The Florida Accreditation Office requires active CFA and FCAC assessors to attend assessor refresher training once every three years. If you are unsure of whether you need to attend this training, call the FAO at (850) 410-7200 prior to the conference.	FAO Staff
CALEA Roundtable	Opportunity for CALEA accreditation managers, support personnel and assessors to discuss standards, on-site experiences and other accreditation-related issues in an informal setting.	Mr. Vince Dauro
Certified Accreditation Professionals Q&A	An open forum to answer any questions about attaining FLA-PAC Accreditation Professional certification.	Ms. Wanda White
CFA Business Meeting	The Commission for Florida Law Enforcement Accreditation meets to discuss topics of interest and concern, where changes to standards are voted upon, various agencies are reviewed for accreditation/ reaccreditation and awards are presented.	Public Meeting
CFA Chapter 10: Training	Overview of CFA Chapter 10 Training standards. Each standard will be broken down into the specific elements to be met. Examples of compliant written directive language will be provided. Accreditation managers and team members can benefit from discussion on the elements of each standard and various ways to prove compliance with the standards. Assessors can gain insight into how to evaluate proofs of compliance against the standards.	Mr. Gary Robinson
CFA Chapter 4: Use of Force	Overview of CFA Chapter 4 Use of Force standards. Accreditation managers and team members can benefit from discussion on the elements of each standard and various ways to prove compliance with the standards. Assessors can gain insight into how to evaluate proofs of compliance against the standards.	Mr. Gary Robinson
CFA Executive Workshop	The Commission for Florida Law Enforcement Accreditation Executive Workshop allows commissioners time to discuss the issues that will be voted on at the upcoming business meeting. Commissioners may ask to speak with team leaders or other assessors on any assessed agency-related issues.	Public Meeting
CFA Most Common Non-compliance Issues and How to Avoid Them	The FAO staff will discuss the standards most often missed or misinterpreted causing compliance issues. The reasons behind these compliance issues and the best ways to avoid them will be addressed. If it is foreseeable, it is preventable.	Mr. Billy Walls
CFA Panel Reviews	Panel reviews provide assessed agencies the opportunity to answer any questions the commissioners may have before they vote on their accreditation/reaccreditation status. During these reviews, the team leader presents the formal assessment findings to a panel of commissioners who in turn ask for additional details from the agency's representative - typically the CEO, facility administrator or other member of the command staff.	Public Meeting
CFA Roundtable	Opportunity for CFA accreditation managers, support personnel and assessors to discuss standards, formal assessment experiences and other accreditation-related issues in an informal setting.	Mr. Billy Walls

Course	Description	Instructor(s)
CFA SRIC (Standards Review and Interpretation Committee)	CFA's appointed Standards Review and Interpretation Committee meets to discuss any recommended standards changes and will listen to input from the audience before voting to recommend any changes to the Commission.	Public Meeting
CFA Standard 15.03 Confidential Informant Management	This course is designed to provide basic skills, knowledge and techniques to aid the law enforcement officer/criminal investigator in acquiring, managing and developing individuals for utilization as a confidential informant. At the end of the course, law enforcement officers/criminal investigators will have received the necessary information to successfully utilize an individual in the role of a confidential informant and know the importance of proper confidential informant management. The course will also instill the pitfalls that may (and often do) occur when professional boundaries are not established or maintained. Effective confidential informant management and development is a critical element in the investigation, arrest, and ultimate prosecution of criminal suspects and organizations.	Mr. Richard Cerniglia
FCAC Business Meeting	The Florida Corrections Accreditation Commission meets to discuss topics of interest and concern, where changes to standards are voted upon, various agencies are reviewed for accreditation/ reaccrreditation and awards are presented.	Public Meeting
FCAC Executive Workshop	The Florida Corrections Accreditation Commission Executive Workshop allows commissioners to discuss the issues that will be voted on at the upcoming business meeting. Commissioners may ask to speak with team leaders or other assessors on any assessed agency-related issues.	Public Meeting
FCAC Panel Reviews	Panel reviews provide assessed agencies the opportunity to answer any questions the commissioners may have before they vote on their accreditation/reaccreditation status. During these reviews, the team leader presents the formal assessment findings to a panel of commissioners who in turn ask for additional details from the agency's representative - typically the CEO, facility administrator or other member of the command staff.	Public Meeting
FCAC Roundtable	Opportunity for FCAC accreditation managers, support personnel and assessors to discuss standards, formal assessment experiences and other accreditation-related issues in an informal setting.	Mr. Billy Walls
FCAC SRIC (Standards Review and Interpretation Committee)	FCAC's appointed Standards Review and Interpretation Committee meets to discuss any recommended standards changes and will listen to input from the audience before voting to recommend any changes to the Commission.	Public Meeting
File Building Tips & Tricks	This session shows accreditation managers different ways to build standard files and provides tips from subject-matter experts.	Mr. Gary Barrett
Fire Safety Compliance for the Jails	This course will help the agencies' Fire Safety Officer to identify fire, safety, sanitation and security issues throughout their jail facilities while conducting their daily inspections.	Mr. James Aguiar
First Time Accreditation for Sheriff's Offices	This roundtable will focus on Florida Law Enforcement Accreditation. The Florida Sheriffs Association, Accreditation Assistance Program has been established to assist Sheriff's offices that have not yet achieved accreditation. Whether an agency has signed a contract with the Florida Accreditation Office or is just beginning to collect information to make a decision, this roundtable provides an opportunity to ask questions and share information. Accreditation Managers from currently accredited agencies are welcome to attend and share their successes and challenges.	Mr. Steve Hougland Ms. Juli Brown
First-Timers Orientation	This session, presented by a member of the FLA-PAC board, provides first-time attendees with a guide to get the most out of this and future conferences.	Mr. Oscar Kieffer Maj. Frank Ruggiero

Course	Description	Instructor(s)
FLA-PAC Business Meeting	The general business meeting of the Florida Police Accreditation Coalition includes reports from all positions on the FLA-PAC board and committee chairs. Upcoming conference events and other items of note are shared with the membership.	Public Meeting
FLA-PAC Committee Meetings	The FLA-PAC Committees meets to discuss current and future committee business.	Public Meeting
FLA-PAC Executive Workshop	The Florida Police Accreditation Coalition board meets to discuss any outstanding issues, and future commitments.	Public Meeting
FL-APCO Telecommunicator Emergency Response Taskforce Team (FL-TERT) Training	The importance of understanding the role of a TERT Member deploying to assist a Communication Center is the key factor in completing an authorized mission successfully. During disaster preparations, Communication Centers have a responsibility in disaster response and recovery in their agencies. Preparing your TERT Member to be familiar with what to expect and address deployment issues they may encounter as a telecommunicator or team leader, is paramount in assisting a 911 PSAP who may request a TERT TEAM. This class is designed to enhance what we have learned online with the TERT Basic (IS 144) and Team Leader (IS 1200-optional) courses that are required to be part of a Telecommunicator Emergency Response Team. In addition, this course will provide TERT members with information on overall emergency management and our role in completing the required deployment forms.	Ms. Natalia Duran
FLA-TAC Accreditation Managers Training	This course is designed for personnel with the responsibility of coordinating efforts for telecommunications centers seeking accreditation through the Florida Telecommunications Accreditation Commission (FLA-TAC). This course will include roles and responsibilities of the accreditation manager, interpretation of standards, constructing files, preparing for the formal assessment, and organizational preparation. Students MUST bring a laptop.	Mr. Bob Brongel
FLA-TAC Assessors Training	This course is designed for individuals who wish to become assessors for the Florida Telecommunications Accreditation Commission (FLA-TAC). Course topics will include: representing the Commission, non-compliance issues, reviewing files, interviews, observation standards, and preparing the final report	Mr. Bob Brongel
FLA-TAC Business Meeting	The general business meeting of the Florida Telecommunications Accreditation Commission.	Public Meeting
FLA-TAC Roundtable	Opportunity for TAC accreditation managers, support personnel and assessors to discuss standards, formal assessment experiences and other accreditation-related issues in an informal setting.	Mr. Bob Brongel
FLA-TAC SRIC	TAC's appointed Standards Review and Interpretation Committee meets to discuss any recommended standards changes and will listen to input from the audience before voting to recommend any changes to the Commission.	
Florida Statewide Revalidation of Risk Assessment Instrument	This course will cover the following: Statutes governing release, accreditation standards – best practices, National Association of Pretrial Services Agencies (NAPSA) Standards of Pretrial Release, actuarial risk assessment tools, risk assessment in the criminal justice field, how risk assessment tools are validated, definition of pretrial risk, history of Florida pretrial risk assessment instrument, addressing concerns raised about pretrial risk assessment instruments in general, Florida revalidation project, scoring the revalidated Florida pretrial risk assessment instrument, over-rides: mitigating and aggravating factors, and judicial discretion.	Mr. Jeff Kilpatrick

Course	Description	Instructor(s)
FMJS Committee Review Meeting	This Florida Model Jail Standards (FMJS) committee review meeting is where FMJS commissioners review and vote on newly proposed FMJS standards, updates to existing FMJS standards and/or any related FMJS standards brought to their attention from the public.	Public Meeting
Fundamentals of Accreditation	Fundamentals of Accreditation provides entry level knowledge of accreditation management and is intended as a stepping stone to completion of the more extensive Accreditation Manager Training offered by the Florida Accreditation office. Some of the topics covered will be related to responsibility, accountability, proof gathering, time management and self-motivation.	Ms. Juli Brown Ms. Kim Wachter
How to Use the Microsoft Planner to Stay Organized	Microsoft has a wide array of tools that are already integrated in programs we use every single day. If you have access to Outlook, you have access to Planner. Planner is a tool to help you chart each of the standards, add checklists, add due dates, and even assign tasks. What is even cooler is that Planner automatically charts your progress and plots out a calendar for you. This is a really useful tool for those who enjoy having a very organized assessment and being able to, at-a-glance, see your progress along the assessment path. This class will be mostly practical exercises and you will be able to create your very own planner as well as take home a step by step guide on how to use it. Bring your laptop!	Ms. Carolyn DeGraff
IG Roundtable	Opportunity for IG accreditation managers, support personnel and assessors to discuss standards, formal assessment experiences and other accreditation-related issues in an informal setting.	Commissioner Julie Leftheris
IG Standards for All Assessors	This class is for all assessors who currently conduct or are interested in conducting Inspector General assessments. Participants will gain a general understanding of CFA standards for Inspectors General and how those are applied during assessments.	Inspector Flora Miller
Legal Issues for Command Staff/Agency Heads, Sexual Harassment, ADA Issues and Human Resources	This class is intended for Administration and Support Services Commanders, Ranking Officers, Human Resources Directors, Communication Center Supervisors and those intending to attend the FBI/NA or SPI. There will be valuable information for everyone including the newest hire. You will leave with an outline on Sexual Harassment and an In-Box Exercise to take back to your home agency. Issues include Sexual Harassment, Policies and Procedures, Wage & Labor, ADA, Overtime and Comp Time and other issues that cause us all to keep stubbing our toe.	Mr. Mark Brewer
Let's Talk - An Accreditation Manager's Roundtable	An open forum for accreditation managers to discuss management styles, challenges and successes. Facilitated without a PowerPoint or agenda, participant discussion sets the tone and the pace. A great way to team build with fellow managers.	Ms. Juli Brown
Own Your Data: Making Statistical Reporting Count	This course is a presentation with visual aids and allotted time for audience questions. Participants will see demonstrated the importance of ensuring that statistical reports are accurate, relevant, and that identified trends or patterns are acted upon.	Mr. Nick Haupt
Power, Leadership & Bias	A class to review and discuss how power and bias can derail successful leadership. We will identify how to become more self-aware of our positions and the best way to stay on track as a positive leader.	Ms. Tammy Matthews
PowerDMS - Uploading and Managing Documents	Hosted by PowerDMS, this session shows attendees how to upload and manage documents used as proofs of compliance.	PowerDMS Staff
Preparing for CALEA Remote and Site-based Assessments	This class gives Accreditation Managers and CEOs the information need to prepare for remote and site-based assessments. Information covers timetables, and responsibilities of agency personnel CALEA Staff, and assessment team members.	Mr. Vince Dauro

Course	Description	Instructor(s)
Preparing for Our Next Conference - Join the Training Committee	Conducted at the conclusion of the conference, this is an open forum hosted by the Training Committee to assess the success of the conference and begin planning for the next one. This is open to everyone, especially those who may be interested in joining the committee in the future!	Training Committee
Preparing for the Assessment	This session assists accreditation managers to prepare for their upcoming formal assessment. The types of assessments, various timelines, agency preparation, preliminary activities, static displays, assessor pre-read packages, mock audits, post-mock audits, assessment activities, and post-assessment activities are discussed.	Mr. James Aguiar
Risk Protection Orders	The class will look at the requirements to file a RPO motion, the process after the filing and evidentiary issues. When to seek an ex parte order. RPO and criminal charges will be discussed.	Mr. Jack Jordan
Time Sensitive Standards	In this session, participants will discuss the importance of time sensitive standards, how to identify them, the many ways to manage them and what an agency should do if a time sensitive standard is missed.	Ms. Areaka Jewell Ms. Marie Reese
Training Committee Meeting	This meeting, facilitated by the Training Committee chair at the beginning of the week, is for committee members to volunteer for specific assignments throughout the conference week and learn about any new training-related procedures. It is open to any attendee who is civic-minded and doesn't mind rolling their sleeves up!	Mr. Doug Robertson
Understanding the New PowerDMS Analytics	This class will cover understanding to utilize reporting filters, exporting reports, scheduling automated reports and reporting resources.	PowerDMS Staff
Using Accreditation and Law to Avoid Dispatcher Liability	This class will highlight the key legal areas in Dispatch and Communication Centers and how the standards can be customized to your agency. There will be complete review of the dispatch standards with the opportunity to ask questions and benefit from the experiences and input of other professionals. Other areas to be covered will include avoiding civil liability in areas of: Pre-Arrival Instructions, 911 hang-ups, passing calls to other agencies, practical SOPs, training, overtime, personnel law, special relationships, the three deadly errors of dispatch and other important stuff. Each student will receive a hand-out to take back to your agency that is the envy of the free world.	Mr. Mark Brewer