

# Course Descriptions

## Fall Conference, 2022



Course	Description	Instructor(s)
A Review of Florida's Forfeitures Statute	This class will be a review of what is required to file a forfeiture complaint. It will cover the process from the seizure to the final judgment.	Mr. Jack Jordan
Alyssa's Law	Alyssa's Law requires each public school to implement a mobile panic alert system that ensures real-time coordination among first responders and transmits 911 calls and mobile activations. In accordance with state law, systems must have been in place by the start of the 2021-2022 school year. This course is to review the requirements.	Ms. Lisa Cahill
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
Background Investigations and Negligent Retention	This course covers the details and importance of background investigations, determining good moral character, the usage of polygraphs, voice stress analysis and psychological exams, negligent hiring, retention and termination.	Sgt. Ryan LaRowe
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 15 - Investigations	This class will examine subsections of CFA Chapter 15. It will discuss mandatory vs. non-mandatory standards and review minimum qualifications for proofs, observables, and CFA definitions of key terms for proofs & observables. There will be an open discussion on best practices for proofs, interviews and observations.	Sgt. Ryan LaRowe Mr. Oscar Kieffer
CFA Chapter 20 - Overview of the Internal Affairs Function	This class will cover the role of Internal Affairs and Inspectors General (FS 20.055); give an overview of Internal Affairs complaints vs. criminal complaints; the Law Enforcement Bill of Rights (FS 112); basic structure of Internal Affairs Units; overview Internal Affairs investigations; complaint processing, to include confidentiality, FDLE reporting requirements, review vs. investigation (20.01M); review of complainant and assignment; possible investigation tools (20.03); notification process to include rights & responsibilities (20.02M); investigation process; conclusion of investigation and understanding of findings (Sustained, Not Sustained, Unfounded, & Exonerated); notification of complainant and subject officer (20.04M); sworn vs civilian investigation and how they may differ; and what proofs may look like.	Capt. Bill Bierbaum Ms. Kim Wachter
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

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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
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 Standards 27.13 & 28.02 Examinations, Inspections & Inventories	The law enforcement evidence/property function exists in order for an agency to receive, catalog, safely store and maintain the integrity of evidence, found property and property for safekeeping. The function allows for the effective prosecution of criminal offenders. Lastly, law enforcement agencies have the legal obligation to restore evidence/property to rightful owners or facilitate the legal disposition of evidence/property in agency possession. These requirements will ensure that the property or evidence is not stolen and that the chain of custody is preserved. This course is designed to give the attendees an overview of standards 27.13 and 28.02 and the importance of examining, inspecting and inventorying the property and evidence in the care and custody of the agency. Students will learn the appropriate methods for conducting examinations, inspections and inventories; documenting the findings of each procedure; the elements to be included in each; as well as the proper methods for investigative follow-up for lost, missing or stolen items.	Mr. Doug Robertson
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/ reaccreditation 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 Medical Standards	This presentation will explain each of the FCAC medical standards and discuss proof examples to satisfy the standards. Common medical terminology will be explained, and a handout of terms will be provided to attendees. It is directed towards accreditation managers but will benefit all staff in understanding what is expected and required to pass accreditation audits.	Ms. Joy Ozellie

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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
FIBRS & Other Data Initiatives	This presentation will provide the background, purpose, benefit, and explanation of the Florida Incident Based Reporting System (FIBRS). FIBRS merges together several data streams and includes submissions for the National Incident Based Reporting System (NIBRS), the Law Enforcement Information Exchange (LInX), Hate Crime, Cargo Theft, and other Florida specific reports. Moving to FIBRS allows for more in-depth reporting of the criminal offenses that occur monthly. Additionally this session will explain the Use-of-Force data collection (UoF) as required by F.S 943.6872. Agencies will learn about the collection, elements for a UoF submission, and how to submit the data to FDLE. Lastly, the presentation will explain the Uniform Arrest Affidavit data collection as required by F.S 943.6871. Attendees will learn about the collection, the Florida Arrest Affidavit applications, and the benefits that uniform reporting will bring to their local agencies and the state.	Ms. Melissa Moon Ms. Stephanie Thompson
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
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
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 CAP Program Q & A	An open forum to answer any questions about attaining FLA-PAC Accreditation Professional certification.	Lt. Nicole Minick
FLA-PAC Committee Meetings	The FLA-PAC Committees meets to discuss current and future committee business. These committees include the Audit Committee, Marketing Committee, CAP Committee, Outreach Committee, Scholarship Committee, Professional Standards Committee and the SOP/Bylaws Committee.	Committee Chair
FLA-PAC Executive Workshop	The Florida Police Accreditation Coalition board meets to discuss any outstanding issues, and future commitments.	Public Meeting
FLA-PAC Requests: A How To Utilize Guide	This class will help familiarize students in the use of the FLA-PAC website to include PAC requests and member and agency logins. Roundtable discussion.	Ms. Tammy Farnham

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FLA-PAC 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
FL-APCO Telecommunicator Emergency Response Taskforce Team (FL-TERT) Training	<p>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.</p> <p>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.</p>	Ms. Natalia Duran
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 Standards Manual Review and Assessor Training	This will be a comprehensive review of the standards manuals for FLA-TAC and will include a roundtable discussion of legislature that impacts each emergency communications center. This will include clarification of standards for assessors that are currently in the manual.	Ms. Lisa Cahill
FS 119 Public Records	This course will cover what public records laws are and which agencies are subject to the requirements. It will discuss the agency's responsibilities; disclosure of agency records to include what and to whom, Florida Statutes and Sunshine Manual, exempt vs. confidential & exempt, accreditation records as public records and who can request; records retention schedules and best practices for redacting, uploading vs. written notes and requests to inspect vs. requests for copies.	Ms. Kattie Privett Ms. Ann Rozcyki-Fierro
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
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
Inspector General 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

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Legal Review of Pinging Cell Phone	This course will review the legal requirements and criteria for obtaining Cell Phone Ping from 911 Centers.	Ms. Lisa Cahill
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
PowerPolicy	This session is great for new administrators to PowerDMS. Learn how to upload, organize and manage your document revisions that will directly support your accreditation.	Ms. Dana Clay
PowerStandards 101	This session is great for new administrators in the accreditation process. Learn how to create consistency as you start your assessment, build your files to demonstrate compliance and leverage built-in tools to maintain your progress	Ms. Dana Clay
PowerStandards 201	This session is intended for established Accreditation Managers to support their knowledge and understanding of more advanced standards features. Learn how to successfully prepare for your mock and final auditors/assessors with automation and proper role assignments. Learn how to create a new assessment and copy relevant attachments and tasks to better support the re-accreditation process without starting from scratch.	Ms. Dana Clay
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 Formal 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
Reclassification of Telecommunicators	This course is to provide a brief educational overview of the legislative process and challenges of obtaining reclassification of 911 Dispatchers to First Responders.	Ms. Lisa Cahill
Sharing Solutions: A Mid-week Check-In for First Timers	A roadmap to achieving excellence in Accreditation with an emphasis on: expanding knowledge through classroom discussion and over coming obstacles and building connections with other Accreditation Managers.	Ms. Kim Wachter Ms. Lafayette Hodges
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.	Mr. Gary Robinson