



Florida Crime & Intelligence Analyst Association

Professional Integrity Policy

Effective October 17, 2025

TO: All Members of the FCIAA
All Current Students in the CPA-P program

DATE: October 20, 2025

FROM: Executive Board, FCIAA

RE: Professional Integrity Policy

THROUGH: ShareServ

The Florida Crime & Intelligence Analyst Association (referred to as *the Association*) is a professional entity dedicated to the education and empowerment of law enforcement analysts throughout Florida and beyond. The Crime Pattern Analysis-Professional Certification Program is one major facet of that dedication. The Association is proud of this highly regarded, in-demand Program that is respected throughout the analytical community for imparting both academic and practical knowledge that can immediately be applied in the field. To maintain the highest level of professionalism and esteem, the Association enforces the policy outlined below.

DEFINITIONS

Academic Dishonesty – any unethical behavior in teaching, learning, or in research settings that can be viewed as disingenuous, immoral, deceptive, or lacking integrity.

Cheating – using unsanctioned aid or assistance on assignments or tests.

Fabrication – inventing or falsifying information (outside of mock scenarios used in class).

Plagiarism – presenting someone else's work as one's own.

Unauthorized Collaboration – working with others on a task intended to be independently completed.

Unauthorized Use of Artificial Intelligence (AI) Tools – Using any AI to assist with coursework or exams without being instructed to do so.

POLICY STATEMENT

Any form of academic dishonesty, including cheating, fabrication, plagiarism, unauthorized collaboration, and unauthorized use of AI are expressly forbidden by the Association. This policy applies to all members of the Association, regardless of position, as well as any prospective and current participant in the Crime Pattern Analysis-Professional Certification Program (hereafter referred to as *the Program*). As professionals and/or intended professionals, the highest level of intellectual and academic integrity is expected.



RULES OF CONDUCT

All forms of academic dishonesty shall be in direct violation of this policy. Cheating, fabrication, plagiarism, unauthorized collaboration, and unauthorized use of AI will not be tolerated.

Cheating is considered an intentional form of academic dishonesty, whereby a student, prospective student, or member knowingly uses unauthorized means to bypass an academic system with the purpose of achieving a passing score in a course, quiz, exam, etc. This is a Level 1 policy violation—see *Disciplinary Procedures for sanctioning specifics*.

Fabrication is considered an intentional form of academic dishonesty, whereby a student, prospective student, or member knowingly misrepresents material or fabricates information in an academic exercise, assignment, course, or exam, in order to gain an unfair advantage. This may include purposely falsifying sources, creating misleading source citations, or fabricating results of an experiment or assignment. This is a Level 1 policy violation—see *Disciplinary Procedures for sanctioning specifics*.

Plagiarism may be either intentional or unintentional. While both forms violate this policy, the way in which they are reprimanded are handled differently.

Intentional plagiarism is the deliberate act of using work or ideas that is not one's own without giving proper credit to the source(s). This may include obtaining or purchasing a completed paper online, excessively copying/pasting entire sentences or paragraphs word-for-word without quotations or source citations, or reusing old papers/assignments (intentional self-plagiarism). This is a Level 1 policy violation—see *Disciplinary Procedures for sanctioning specifics*.

Unintentional plagiarism is the accidental failure to properly cite or reference sources in quotes and paraphrases. Poor paraphrasing where the structure or wording is too similar to the original source may also be considered unintentional plagiarism. This is a Level 2 policy violation—see *Disciplinary Procedures for sanctioning specifics*.

Unauthorized collaboration occurs when one works with others on a task or assignment without specific permission from the instructor to do so. There are two forms of unauthorized collaboration—with knowledge and without knowledge.

Unauthorized collaboration with knowledge occurs when a student, prospective student, or member has been given specific instructions, either verbally or in writing—at any point before or during the course of a class, exam, assignment, etc.—



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to refrain from working with or seeking assistance from others. This is a Level 1 policy violation—see *Disciplinary Procedures for sanctioning specifics*.

Unauthorized collaboration without knowledge occurs when a student, prospective student, or member has not been given specific instructions, either verbally or in writing—at any point before or during the course of a class, exam, assignment, etc.—to refrain from working with or seeking assistance from others, but common sense and/or reasonable professional or academic courtesy would dictate the assignment in question should not be a collaborative one. This is a Level 3 policy violation—see *Disciplinary Procedures for sanctioning specifics*.

Unauthorized use of AI is considered an intentional form of academic dishonesty, whereby a student, prospective student, or member knowingly utilizes AI services, including but not limited to ChatGPT, Claude, Copilot, DALL-E, Gemini, and Apple Intelligence, to complete or assist with completing an assignment or exam. This is a Level 1 policy violation—see *Disciplinary Procedures for sanctioning specifics*.

DISCIPLINARY PROCEDURES

Level 1 Violations

Level 1 violations include the most severe forms of academic dishonesty.

- Any student enrolled in the CPA-P program will be placed on immediate academic probation. This includes being barred from registering for any courses or completing any pending exams.
 - If the violation occurs during an in-person class and is observed by an instructor, the student will promptly be removed from the class and not receive credit.
 - If the violation occurs during an online exam or webinar, the student's access to the exam or webinar will be terminated and any recorded scores will not be used, pending the outcome of inquiry.
- Any prospective student not yet in the program will be barred from registering for any courses, pending the outcome of inquiry.
- Any member, regardless of status in the Program, will be placed on academic probation and be barred from registering for any courses.
- Any Level 1 violation will be referred by the Chair of the Certification Committee or Vice President of Training to the Ethics Committee to prompt an inquiry. Further communication to the affected individual(s) will be carried out by the Ethics



Committee until they reach a decision. The Ethics Committee may reverse academic probation or impose any penalty within its scope of authority.

Level 2 Violations

Level 2 violations include those that are usually unintentional or accidental in nature but still violate outlined policies and instructions.

- Any student enrolled in the CPA-P program will receive a written warning from the Chair of the Certification Committee and be placed on academic monitoring for a period of up to six months. During this period, they may register for courses and sit for exams but will be subject to increased oversight (e.g., proctoring of exams completed during this timeframe will be required, and the Committee will closely inspect all coursework and exam results).
 - If the violation occurs during an in-person class and is observed by an instructor, depending upon the circumstances of the violation, the student may be removed from the class and not receive credit.
 - If the violation occurs during an online exam or webinar, the student's access to the exam or webinar will be suspended and any recorded scores will be held for further review.
- Any prospective student not yet in the program will receive a formal warning from the Vice President of Training and will be required to review and acknowledge this Policy before being permitted to register for any classes.
- Any member, regardless of status in the Program, will receive a formal warning (if they are not a student or prospective student, the President or Secretary of the Association may issue the warning) and will be required to review and acknowledge this Policy.
- A record of the violation will be retained in the student or member's file. Repeated Level 2 violations may escalate to a Level 1 violation and trigger academic probation and/or referral to the Ethics Committee.
- The Chair of the Certification Committee or Vice President of Training may review Level 2 violations and, at their discretion, refer the matter to the Ethics Committee if the violation suggests a pattern of misconduct or raises broader ethical concerns.

Level 3 Violations

Level 3 violations include those that occur when a student, prospective student, or member has not been given explicit instructions not to collaborate but nevertheless engages in behavior that reasonably violates common expectations of academic honesty. These



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violations are due to misunderstanding, lack of experience, or assumption rather than deliberate misconduct.

- Any student enrolled in the CPA-P program will receive a verbal or written warning from the instructor or Chair, with clarification of this Policy. The student will be required to review the Policy and may be assigned additional instructional materials if the integrity of the affected material is compromised.
 - If the violation occurs during an in-person class, the student may be reminded privately by the instructor and allowed to continue participation after the clarification.
 - If the violation occurs during an online exam or webinar, the student's access may be paused and reinstated once the rules have been clarified.
- Any prospective student not yet in the program will receive a *notice of concern* from the Vice President of Training with a copy of the Policy. They will be expected to acknowledge understanding prior to registering for any classes.
- Any member, regardless of status in the Program, will receive a reminder of academic integrity standards and will be required to acknowledge the Policy.
- Level 3 violations will be notated in the student or member's record. Repeated Level 3 violations may escalate to a Level 2 violation and trigger academic monitoring.